INSIDE: 100+ PROGRAMS · GRADUATE PROFILES

GEORGE BROWN

THE CITY COLLEGE

Business

Community Services

Creative Arts

Health Sciences

Hospitality & Tourism

Technology

Full-time Programs 1998

www.gbrownc.on.ca

College Telephone Directory

For departments not listed below, please call (416) 415-2000
(if you are calling long distance: 1-800-265-2002).

Alumni Affairs ..... (416) 415-2106

Athletics
St. James Campus ..... (416) 415-2176
Casa Loma Campus ..... (416) 415-4714

Child Care Office ..... (416) 415-2359

Enquiry Centre
For general information about full-time and part-time programs ..... (416) 415-2000
Long distance call 1-800-265-2002
E-Mail ..... info@gbrownc.on.ca

Financial Assistance
For information on student loans, scholarships and bursaries ..... (416) 415-2476

Historical records, certificates and diplomas ..... (416) 415-4490

Housing Service ..... (416) 415-2101

International Centre ..... (416) 415-2115

Liaison Office ..... (416) 415-2267

Tours ..... (416) 415-2000 ext. 3444

Prior Learning Assessment ..... (416) 415-2290

Registration Centres
Admissions Centre ..... (416) 415-4805
Casa Loma Campus ..... (416) 415-4315
St. James Campus ..... (416) 415-2460
Nightingale Campus (call Casa Loma) ..... (416) 415-4315

Deaf and Hard-of-Hearing services ..... TTY (416) 864-0535 Voice (416) 415-2161

Services for Students with Special Needs ..... (416) 415-2622

Student Association ..... (416) 415-2455

Test Centre ..... (416) 415-4565

Web Site ..... http://www.gbrownc.on.ca

College Mission Statement

Working closely with partners from all sectors of our society, George Brown College will provide high-quality education that meets the evolving social and economic development needs of the communities we serve, and enables students to succeed in achieving their individual career and life goals. To achieve our mission we will:

Responsiveness
Respond quickly and with flexibility to changes in the communities we serve, renewing programming and delivery methods to meet emerging needs;

Quality
Ensure a high degree of satisfaction with the quality of our programs and services among students, graduates, employers and other partners;

Access
Promote access to our programs and services;

Learning Culture
Foster a culture of continuous learning within the college for students, staff and community partners;

Leadership
Evolve in areas where the college is, or can become, a recognized leader;

Diversity
Promote the positive value of diversity in the college community and in society;

Responsibility
Secure the future stability of the college through responsible strategic investment of resources in innovative practices, programs and services.

The ongoing achievement of these goals will be realized through the continuing commitment and creativity of college staff working with students and community partners.

George Brown The City College

Graduate Profiles

The Logistics Management program taught us how to do things effectively and economically – that's the bottom line in logistics.

That helped me get into the field smoother and faster.

The instructors are dedicated and they tried to get us as close to reality as possible. I did my job placement at a seafood company that was having a logistics problem: they were paying too much for transportation. I looked at the entire operation and found a lot of potential savings which I presented to the company. That's the way we worked in the program – we learned from case studies to give us experience with real-life situations. It was really practical and very realistic.

Steven Tran
Logistics Management '96
Electronic Data Interchange (EDI) Coordinator
The Canadian Telebook Agency

At George Brown, we learned all the aspects of working in a day care centre and we were prepared to work with children of all ages.

I especially enjoyed learning about the management side of the business. For a class project, we had to do all of the necessary planning for opening up our own day care centres – from staffing and budgets to actual grant proposals.

The field placements gave me a chance to see what the job is really about. When you're working, you're putting theories into action to see if this is really the field for you. While I was on my placement, one of my supervisors told me about a full-time job that was coming up here at Rose Avenue Day Care. I applied and was hired on the spot.

Eventually, I'd like to start my own day care centre, so now I'm taking George Brown's Day Care Management program in the evenings. I want to be able to offer the best quality day care and deliver the kind of service I believe in.

Simmone Phillips
Early Childhood Education '94
Supervisor, Rose Avenue Day Care

Check out the programs section starting on page 15 for more graduate profiles.

Table of Contents

General Information

How to Apply ... 3
Admission Policies ... 3
Fees ... 4
Admission Procedures ... 5
Admissions and Placement Testing ... 6
Mature Students ... 7
Prior Learning Assessment (PLA) ... 7
Preparation Course for Mature Students ... 7
Services for Students ... 8
International Students ... 11
General Information ... 12
Student Records ... 13

Programs

College Preparation Programs ... 15
Academic Bridging 2, 3 and 4 ... 16
Academic and Employability Skills ... 16
Academic Upgrading for Deaf and Hard-of-Hearing Adults ... 17
College Start Pre-Business and Pre-Technology ... 17
College Vocational Program ... 18
Summer Languages for International Students ... 19
Language Instruction for Newcomers to Canada (LINC) ... 20
Teaching English as a Second Language to Adults (TESL) ... 20
Teaching English as a Foreign Language (TEFL) ... 21
English as a Second Language ... 22, 23
General Arts and Science ... 24

Faculty of Business & Creative Arts ... 25
Business – Accounting ... 26
Business Administration – Accounting ... 27
Financial Planning ... 28
Investment Sales Assistant ... 29
Business
- Logistics Management ... 30
- Management Studies ... 31
- Marketing ... 32

Business Administration – Marketing ... 33
Health Information Management ... 34
Human Resources Management ... 35
International Trade (Post Diploma) ... 36
Office Administration – Medical ... 37
Small Business Program ... 38
Sport and Event Marketing (Post Diploma) ... 39
Furniture Upholstery – Repair ... 40
Furniture – Woodworking and Finishing ... 41
Furniture Technician – Production and Design ... 42
Gemmology ... 43
Jewellery Arts ... 44
Jewellery Repairs ... 45
Piano Technology ... 46
Fashion Management ... 47
Fashion Technology and Design ... 48
Hairstyling Apprenticeship ... 48
Electronic Desktop Composition ... 49
Electronic Prepress and Image Assembly ... 50
Internet Web Page Design and Multimedia Authoring ... 50
Graphic Design ... 51
Printing Technician ... 52
Printing Apprenticeships ... 52
Screen Printing ... 53
Sign Graphics ... 54
Dance
- Performance Foundation ... 55
- Performance Studies ... 56

Introduction to Performing Arts Careers ... 57
Theatre Arts ... 58

Faculty of Community Services & Health Sciences ... 59
Activation Co-ordinator/Gerontology ... 60
Assaulted Women's and Children's Counsellor/Advocate ... 61
Career and Work Counsellor ... 62
Child and Youth Worker ... 63
Community Worker ... 64
Early Childhood Assistant ... 65
Early Childhood Education ... 66
Human Services Counsellor ... 67
Intervenor for Deaf-Blind Persons ... 68
Personal Support Worker ... 69
Sign Language Interpreter ... 70
Chiropody ... 71
Dental Assistant ... 72
Dental Hygiene ... 73
Restorative Dental Hygiene ... 74
Dental Office Administration ... 75
Dental Technology ... 76
Denturism ... 77
Fitness and Lifestyle Management ... 78, 79
Hearing Instrument Dispenser ... 80
Nursing ... 81
Orthotic/Prosthetic Technician ... 82
Clinical Methods in Orthotics/Prosthetics (Post Diploma) ... 83
Practical Nursing ... 84
Registered Nurse
- Critical Care ... 85
- Operating Room ... 86
- Perinatal Intensive Care ... 87

Hospitality & Tourism Centre ... 89
Baking & Pastry Arts ... 90
Baking and Patissier Apprenticeships ... 90
Chef Training (Pre-Employment) ... 91
Chef Training – Aboriginal (Pre-Employment) ... 92
Chinese Cooking (Basic) ... 93
Chinese Cooking (Advanced) ... 94
Culinary Arts – Italian (Post Diploma) ... 95
Culinary Management ... 96
Food and Beverage Management ... 97
Food Preparation/General (Basic) ... 98
Food Preparation/General (Advanced) ... 99
Food Preparation Apprenticeship ... 99
Food and Nutrition Management (Post Diploma) ... 100
Food Service and Bartending ... 101
Sommelier ... 101
Hotel Management ... 102

Faculty of Science and Technology ... 103
Apprenticeship Programs ... 104
Architectural
- Technician – Drafting ... 105
- Technology ... 106

Building Renovation
- Certificate ... 107
- Technician ... 108

Construction Engineering
- Technician – Management ... 109
- Technology Project Management (Step-Up Option) ... 110

Electrical Engineering
- Technician – Power & Industrial Control ... 111
- Technology – Power & Industrial Control ... 112

Electronics Engineering
- Technician ... 113
- Technology ... 114

Electronics Technician
- Distance Education Certificate Program ... 115
- Microcomputers ... 116

Refrigeration and Air Conditioning ... 117
Air Conditioning/Refrigeration
- Engineering Technician ... 118
- Engineering Technology ... 119

Appliance Servicing Technician ... 120
Gas Technician ... 121
Computer Programmer ... 122
Computer Programmer/Analyst ... 123
Information Systems ... 124
Mechanical Engineering
- Technician – Design ... 125
- Technologist – Design ... 126
- Technician – Tool & Die Making ... 127

Course Descriptions ... 129

Campus Locations ... 169

Board of Governors

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Vice-President, Corporate Services and External Relations

How to Apply

Most programs require that you apply through the Ontario College Application Service (OCAS). Here are the steps to follow:

STEP ONE

Obtain an OCAS application form and Applicant Guidebook. If you are now enrolled in an Ontario secondary school, you can get the form from your school guidance office. OCAS application forms are also available from George Brown by calling (416) 415-2000 (long distance call 1-800-265-2002) or by e-mail at *info@gbrownc.on.ca*. Forms are also available at other community colleges, high schools and the OCAS office at (519) 763-4725 or 1-888-892-2228.

STEP TWO

Complete the form and include the $40 application fee. You may apply for up to five programs at Ontario community colleges (maximum of three programs at any one college). All choices are treated equally and simultaneously. If you are applying to a program that starts in the winter, mail your form and fee to the OCAS address listed below.

Some programs require that you apply directly to George Brown College. Check the program page in this book and call the phone number listed there for further details.

For general information or an application form, call (416) 415-2000 long distance, call 1-800-265-2002 or e-mail info@gbrownc.on.ca

STEP THREE

For programs starting in September, mail your application form and fee after **JANUARY 1** to:

Ontario College Application Service
P.O. Box 810
Guelph, Ontario, Canada
N1H 6M4

All applications that are received by OCAS by **MARCH 2** will be treated on an equal basis. Applications received after March 2 will be considered as space in the programs allows.

STEP FOUR

Offers of admission will be sent out after **MAY 15**. You may accept only one offer of admission from among the offers sent by the colleges. You must return your confirmation of acceptance directly to OCAS on the form provided.

Admission Policies

Decisions on Admission

The college Registrar's Office is empowered to accept, defer or reject any candidate's application for admission to any program. The registrar reserves the right to test any applicant or to require validation or re-submission of official documents in the event of any uncertainty about academic credentials or capabilities.

Priority of Admissions

Provincial government regulations require that applicants be admitted in the following order of preference:

1. Permanent residents of Ontario
2. Permanent residents of other Canadian provinces and territories
3. Students from other countries.

Fees

Post-Secondary Programs

DIPLOMA, POST-DIPLOMA AND ONE-YEAR CERTIFICATE PROGRAMS

Tuition – Varies by program ranging from $1,275 to $1,530 per year (see Fee Changes on this page).

Materials and Supplies – Variable. Many programs charge extra materials fees for special equipment and supplies used in the program. Depending on your program and the equipment needed in that field of study, materials and your supplies and sometimes uniforms cost from zero to $2,500 per year. However, for most programs these costs will not exceed $300. This information will be provided in your registration package.

Student Activity Fee – $57.50 per semester (includes the Student Association, Athletics and Student Centre Building Fund fees).

Graduation and Diploma/Certificate Fee – $21.50 per semester.

Technology Fee – $35 per semester. To fund open-access computer labs at each campus, providing students with state-of-the-art hardware, software, access to electronic journals, libraries and local access to the Internet.

Student Insurance* – $135 per year (12 month coverage). Provides medical and dental insurance coverage.

I.D. Fee –$6 per year.

Student Assistance Fee – $25 per semester (includes support for peer tutoring, peer advising and student success).

Alumni Fee – $20 (payable in the first year of the program).

**Subject to annual renewal upon Student Association and Board of Governors approval.*

You must pay in full your fees for the entire academic year by JULY 6.

FEE DEFERRALS

If you have applied for OSAP financial assistance you may request a fee deferral. A fee deferral is a legal agreement between you and the college whereby you promise to pay the balance of fees as soon as you receive OSAP funds or a notice of denial. Fee deferrals may be requested by checking the appropriate box on the registration form and submitting it with the deferral payment of $145 (non-refundable $45 deferral fee + non-refundable $100 portion applied to tuition). This payment may be made by certified cheque or money order (payable to George Brown College) or by completing the Visa/MasterCard information on the registration form. **Personal cheques are not accepted.**

Please note: Students who request a fee deferral and are subsequently found to have not applied for OSAP will have the $125 late registration fee automatically added to their account.

For further information on fee deferrals, please call the Fees Office at (416) 415-4747.

Most English as a Second Language, Upgrading and Skills Programs

Tuition – Varies by program ranging from $38.15 to $42.78 per week, payable prior to the start of the program or semester installments (not including materials and books).

Campus Service Fee – 45¢ per week, payable with the first tuition installment.

Graduation and Certificate Fee – $1.43 per week.

Student Activity Fee – $3.83 per week (collected on behalf of the Student Association).

Seniors

The tuition fee for full-time programs for students age 60 or over is 50 per cent of the regular tuition fee (not including materials and books). Applicable materials fees must be paid in full. The college reserves the right to limit the number of seniors in any program or course.

Fee Changes

The tuition fees quoted here are regulated by the Ontario Ministry of Education and Training. These and other related fees listed above are for the 1997/98 academic year. Fees are subject to change, without notice, with the approval of the Government of Ontario and/or the Board of Governors of George Brown College.

Admission Procedures

What are the admission requirements for George Brown College?

Most programs require an Ontario Secondary School Diploma (OSSD) or equivalent. Post-diploma programs require a college diploma or university degree. Some programs ask for specific skills, work background or life experiences. Read carefully the prerequisites, background and recommended courses listed under each program.

A student applying to any George Brown program or course who is under the age of 19 years at the start of the program or course must possess an OSSD or equivalent.

What if I don't have the admission requirements for the program I want?

You may be able to apply as a mature student, and you may be asked to come to the college to take an admissions test and/or attend an interview. If you need further preparation to meet the admission requirements for any program, call the college's Academic Bridging Department at (416) 415-7331.

Where do I send my application?

See the How to Apply section on page 3.

Can I get advanced standing or exemptions?

If you have credits from another college or university and you wish to be considered for advanced standing, please check off the box marked "college/university transfer" under the heading Additional Academic Information in section A of the OCAS application form. You should also indicate the semester or level you are applying to enter when you complete Section B of the application form.

If you wish to apply for individual course exemptions based on your previous studies, information will be contained in your registration package.

Can I get credit for my learning outside the classroom?

The college recognizes that adults acquire knowledge and skills from a variety of experiences in their personal and work lives that can be equivalent to the traditional college-level learning delivered in the classroom. The college is pleased to assist adult learners in the process of translating their experiential learning into college credits by offering a Prior Learning Assessment (PLA) program. The PLA Office is available to assist candidates on an individual basis to review their educational goals and to outline the various steps and options in the PLA process. For further information, please contact the PLA Office at (416) 415-2290.

How are applicants chosen?

Colleges of applied arts and technology do not admit students solely on the basis of grades, nor do they give preference to students who have completed studies beyond Grade 12 over those who apply with the minimum criteria.

For some programs, far more people apply than there are seats available. George Brown College wants to be sure that the people who get into a program have a good chance of succeeding. That's why you may be asked to come to an interview, take various tests, answer questions or demonstrate your skills. Grades in prerequisite subjects may also form part of this evaluation.

Selection procedures may be changed at any time to meet the needs of the college and the applicants. Applicants will receive information about the selection process after their applications have been acknowledged.

Can I apply for financial assistance?

Applicants to full-time programs who are Canadian citizens or permanent residents may be eligible for financial assistance through the Ontario Student Assistance Program (OSAP). New OSAP forms are usually available each spring around March or April. You can get one from your high school or by calling (416) 415-2000 (long distance call 1-800-265-2002).

OSAP information workshops are given during the summer (from May to July) by staff in the Financial Assistance Office at George Brown College. Staff members will answer questions and help students in completing the OSAP form.

There are no entrance scholarships for George Brown College, but most departments have bursaries and awards that are available to registered students who meet specific criteria. Information on scholarships and awards is available through the college's web site (http://www.gbrownc.on.ca).

Work-study is another option for students. You can earn money by working at jobs on campus. Please be advised that income from part-time employment during the school year could impact OSAP funding.

Students who study on a part-time basis (less than 60 per cent of a full-time program) may qualify for funding available to part-time students: Ontario Special Bursary; Canada Student Loan for Part-time Students; or Special Opportunity Grants. OSAP bursaries for students with disabilities may also be available.

For more information on financial assistance, call the Financial Assistance Office at (416) 415-2476.

Admissions and Placement Testing

What is admissions testing?

If you apply as a mature student or if you apply to one of the more popular programs at the college (called "over-subscribed" programs), you will be asked to come in for admissions testing. International students may also be asked to take admissions tests.

We want you to succeed at George Brown College. By testing you, the college will be able to determine whether you have the skills and aptitude to successfully complete the program of your choice. You may be tested on your math and English skills, and you may have to answer some science questions, depending on the program you wish to take.

What is placement testing?

Placement testing allows the college to place you in English, communications and mathematics courses best suited to your skills and abilities. In order to ensure that you do not need to take placement tests more than once, a collaborative project among several Metro colleges is currently under development. Further information will be provided when you apply to the college.

What if I don't know if my skills will meet the program requirements?

If you have been out of school for a while and think you need to brush up on basic skills, you may want to consider being tested at our Test Centre. You can do this even before you apply to George Brown. Then, when you apply to the college, attach a note to your application stating when you were tested or attach your test results to your application. Results of your test are kept on file at the Test Centre for one year. If you are tested early and find that you need to upgrade your skills, you may have time to take academic bridging courses and, if necessary, to be tested again before the program is filled.

What if my transcripts are from another country?

Apply to the college and include academic documents from your country. All academic documents that are not in English must include a certified translation. These documents will be assessed by the Registrar's Office. If you are missing any required subjects, the Registrar's Office will make an appointment for you to be tested at the Test Centre. If English is not your first language and you have not completed the equivalent of Ontario Grade 12 English, we may test you in English or request that you take a Test of English as a Foreign Language (TOEFL).

How long is the test?

The normal testing procedure takes approximately three hours. Some people may finish the test sooner than others, depending on their level of ability and the number of tests they need to write.

How do I register for testing?

When the college receives your application, the Registrar's Office will send you a letter advising you how to register for testing.

Must I bring anything with me to the Test Centre?

You will be asked to bring your Social Insurance Number and proof of identification. **Photo I.D. is required.** If you have paid in advance, you must bring your receipt or test appointment sheet with you.

Do I have to pay to take the test?

Admission testing for college applicants	$25
Admission testing for Dental Hygiene	$40
Admission testing for persons who have not applied to the college	$50
Placement testing	T.B.D.

How do I find out my results?

Test results are mailed out from the Admissions Centre – results are never released over the phone. If you do not hear, call the department or the party who requested the tests for you. Your test results are confidential and will not be given out without your consent.

What can I do to prepare for the test?

If you plan to go for testing, call (416) 415-4565 and ask for a Test Information Booklet to be sent to you. This booklet contains important information and sample test items. If you are applying as a mature student, you can take a preparation course. (See the Mature Students section on following page.)

What if my test results are not high enough for me to get into a program?

Requirements vary from program to program. Your test results are forwarded to the department where you are applying. If you have applied for a post-secondary program starting in September, a letter will be sent out after **MAY 15** to tell you if you have been accepted. If you did not meet the minimum requirements for the program you chose, we will tell you about a number of options you have to improve your skills.

For more information on admissions testing, call the Test Centre at (416) 415-4565.

Mature Students

What is a mature student?

A mature student is a person who is 19 years of age or older on the start date of the program and who does not have an Ontario Secondary School Diploma (OSSD). If you meet these criteria, check off "mature student" on your college application form. Some programs ask that you have specific subjects (e.g., Grade 12 chemistry) as well as your OSSD. If you have your diploma but are still lacking some prerequisites listed for the program you want to take, the college may ask you to come in for testing. International students applying from outside Canada cannot apply as mature students.

If I apply as a mature student, am I exempt from all program prerequisites?

No. Those who apply as mature students must still take admissions tests and/or attend an interview to determine whether they are eligible.

If I apply as a mature student, when should I apply?

For post-secondary diploma and certificate programs starting in the fall, apply as soon as possible after **JANUARY 1** to allow time for admissions testing. For other programs, call the number listed with the program you want to take.

What tests will I be asked to take?

As a mature applicant, you will be tested on basic academic skills in English and math. You may also be asked to write special tests depending on your program. Mature applicants will be admitted to college if their test results are satisfactory.

Prior Learning Assessment (PLA)

What is Prior Learning Assessment?

Many students have gained knowledge and skills through work experience, volunteer work, or non-credit courses. Through PLA, you can receive college credits for your informal learning.

Who is eligible for PLA?

You must be at least 19 years old or have an OSSD.

How many courses credits can I receive through PLA?

You can attain up to 75 per cent of your program credits through PLA, with the remaining 25 per cent to be completed in class. Credits earned through PLA will become part of your academic record

What is the PLA process?

There are two primary methods of Prior Learning Assessment:

1. **Challenge Process Evaluation**
   The challenge process measures your knowledge of a certain subject area through testing methods such as written or oral exams, interviews, case studies or skills tests. You must complete a separate challenge process evaluation for each course.
2. **Portfolio Assessment**
   A portfolio is an organized dossier or collection of material that identifies your achievements and clearly shows the skills you have acquired through work or life experience. Faculty assessors will evaluate your portfolio and determine how your prior learning translates into college credits.

How much does PLA cost?

There is a non-refundable fee of $60 for each course you challenge through PLA.

How do I apply for PLA?

If you have already chosen a program at the college and wish to discuss possible PLA credits, contact the division office for an appointment with the Academic Chair or Program Co-ordinator. If you are interested in exploring program opportunities related to your background and experience, contact the PLA office for an appointment with the PLA co-ordinator. PLA information sessions are held periodically.

Please contact the PLA Office at (416) 415-2290 for dates and locations, or for more information about PLA.

Preparation Course for Mature Students

A preparation course has been designed for people who have applied or are planning to apply to George Brown College as mature students. The Testing for Mature Students course is offered by the Academic Bridging Department and runs one evening a week for 15 weeks. The course gives you a chance to review your academic skills in English and math in preparation for the mature student admissions test.

For more information on this course, check the Continuing Education Calendar or call the Academic Bridging Department at (416) 415-2427.

Services for Students

Athletics

When class is out you can keep in shape at our two campus gyms, with activities ranging from aerobics to weight training to tai chi to tennis. Or you can be a part of the many intramural teams, such as badminton, basketball, touch football, volleyball, soccer, tennis and table tennis.

George Brown also boasts an impressive array of varsity teams. As a member of the Ontario Colleges Athletic Association, our men's and women's "Huskies" teams challenge other Ontario college teams in sports such as soccer (indoor and outdoor), basketball, badminton, alpine skiing, touch football and baseball.

☎ For more information call (416) 415-2176 or 415-4714.

Student Association

The Student Association of George Brown College is an independent, student-funded, student-run advocacy and service group.

Its primary focus is to represent student interests both in the college and at all levels of government.

The Student Association provides such services as a student health plan, photo I.D., legal advisor, clubs, radio station, student newspaper, retail store and pub.

☎ **Student Association Offices:** Main – (416) 415-2455

St. James
200 King St. E., Room 147
(416) 415-2455
Fax: (416) 415-2491

Casa Loma
160 Kendal Ave., Room 210
(416) 415-4730
Fax: (416) 415-4719

Nightingale
2 Murray St.
(416) 415-2463

Hospitality (St. James)
300 Adelaide St. E., Room 254
(416) 415-5074

Housing

Toronto offers a wide variety of accommodations in many interesting neighbourhoods.

In addition to checking the classified sections of Toronto daily newspapers for rental accommodations, students have access to the George Brown College Housing Service Listings at St. James and Casa Loma Campuses with a membership fee of $5 for 16 weeks. Linked by computer to the housing services of the University of Toronto and Ryerson, our housing office lists between 1,000 and 2,000 available accommodations. Houses, apartments, townhouses, boarding situations, sublet and shared accommodations are included. The listing is updated daily. A giant map of the city is also available to plot housing locations.

Thanks to Toronto's excellent public transit system (the TTC), students don't have to limit their housing search to downtown Toronto. Subways, buses and streetcars provide easy access to all corners of the city. GO Transit connects communities surrounding Toronto with the TTC.

☎ For more information about housing, call (416) 415-2101.

Student Life

The Student Life Office co-ordinates programs and activities to enhance the quality of student life, to encourage and expand student involvement with the campus community, to aid students in their transition to college and to integrate students into the life of the college.

The Student Life Office works with the Student Association and other student leaders to ensure that all students have opportunities to become involved in college life. We encourage students and staff to become involved in issues and programs that both educate and entertain, as well as foster understanding and co-operation among our diverse student body.

☎ For more information, call the Manager of Student Life at (416) 415-2099.

Employment Postings and Career Information

As a registered student, you have access to Campus WorkLink, our electronic listing of full-time, part-time, summer and contract employment positions. The listing is available through the open access computer labs in the Learning Resource Centre on each campus.

Also available in the Learning Resource Centre at each campus is our on-line resumé writer which will help you create a winning resumé.

An annual Graduate Placement Report is available at all counselling offices.

☎ For more information call (416) 415-2107 or 415-4585.

Peer Assistants Program

Many students want to add value to their college experience and make a positive contribution to their college. The same students often need to work while they are studying. Our Peer Assistants Program allows you to meet these needs by working as a peer assistant, by either providing help to students directly or by working on special projects. If you are interested in finding out more about our Peer Assistants Program, contact the counselling office at your campus.

Alumni Affairs Office

The George Brown College Alumni Association gives graduates the opportunity to stay in touch through class reunions, special events and an alumni newsletter.

The office co-ordinates the alumni mentor program "Get a Connection" which matches alumni with current students who are in the process of developing a career strategy. This is a free service.

☎ To register contact the Alumni Affairs Office at (416) 415-2109.
For more information on the Alumni Association, call the Alumni Affairs Manager at (416) 415-2106.

Counselling

Our counsellors are available to help students solve problems and develop winning strategies to reach their personal, educational and career goals. Counselling interviews are free and confidential. In addition to one-on-one appointments, counsellors offer workshops on topics such as:

- study skills
- self-confidence and assertiveness
- exploring career options
- stress management

The phone numbers for our offices are:

Casa Loma Campus..... (416) 415-4585
Nightingale Campus..... (416) 415-2354
St. James Campus..... (416) 415-2107

Peer Tutoring

Our successful Peer Tutoring Program is based on the premise that students helping students is rewarding for all. Peer tutoring provides one-on-one assistance to students having difficulty with specific courses by students who have achieved above-average scores in those subjects.

Most tutors are second- or third-year students who complete a training program and are paid by the college. They assist students who are experiencing difficulty in a subject.

The best part is that peer tutoring is free. If you want to become a tutor, or if you need a tutor, don't wait until the last minute. Sign up in the Counselling Office at your campus any time after September 15th.

Child Care

George Brown College operates seven child care centres and our students are given priority for spaces. Full-time students are eligible for subsidized child care, but the number of subsidized spaces is limited and the waiting list is usually long. When applying for child care, call the individual child care centres to get your name on the waiting list as soon as possible. If you want general information about child care, call the George Brown Child Care Office at (416) 415-2359 or one of the Child Care Centres:

Casa Loma (Spadina and Davenport) 415-4616
Douglas E. Light (University and Dundas) 415-2604
Esther Exton (Bathurst and Wilson)..... 785-2420
Fashion District/Ryerson (Richmond and Spadina) .. 415-2453
Queen Street (Queen and Ossington) 535-6701
Scotia Plaza (King and Yonge)..... 415-2590
Waterpark Place (Queen's Quay and Bay) 415-2450

Deaf and Hard-of-Hearing Services

Educational support services are available for deaf and hard-of-hearing students to access full-time post-secondary education. A range of services is offered including educational interpreting, computerized notetaking, peer notetaking, modified course load and test taking, technical devices and counselling.

If you are a deaf or hard-of-hearing student applying to George Brown College:

1. When you apply to George Brown, send a copy of your application form to: Deaf and Hard-of-Hearing Services, George Brown College, P.O. Box 1015, Station B, Toronto, Ontario, M5T 2T9.
2. One week after you have applied to George Brown, contact the chairperson of the program you have chosen. Call, through the Bell Relay Service, the George Brown College switchboard at (416) 415-2000 or 1-800-265-2002 (voice) and ask the operator for the chairperson of your program choice. Check with the chairperson about the requirements for the program. Ask the following questions:
   - Do I need an interview with the chairperson?
   - Do I need to take an admissions test?
   - What other requirements are there?
3. If you require an interview or a test with the department, and you need an interpreter, call (416) 415-2161/2066 (voice) or (416) 864-0535 (TTY) one week in advance.
   If the interview or test is cancelled for any reason, please inform the office.
4. When you are accepted by George Brown College, contact Deaf and Hard-of-Hearing Services at (416) 415-2161 (voice) or (416) 864-0535 (TTY).

Visiting the College

Deaf and hard-of-hearing students and/or their parents may come to the college for a personal interview or group tour. An appointment should be arranged in advance by calling (416) 415-7323 (voice) or (416) 864-0535 (TTY).

Programs and Services

To find out about programs such as Academic Upgrading for Deaf and Hard-of-Hearing Adults, look in the section of this calendar called College Preparation Programs.

☎ For information, call (416) 415-2065 (voice) or (416) 415-2651 (TTY).

Students with Special Needs

The Special Needs Office provides assistance to students with physical, learning and emotional disabilities. Specialized technical equipment is available to help students. The main office is located in Room 557E at St. James Campus, but students at any campus can make appointments and get assistance.

All campuses are easily accessible by public transit. Most buildings are equipped with ramps, elevators and special washrooms. Students who want assistance should contact the Special Needs Office as soon as they have been accepted at George Brown. That will ensure that assistance can be provided as soon as possible. Accommodations or assistance may also be provided with the application process.

☎ For more information, call (416) 415-2622.

Aboriginal Programs Unit

This initiative facilitates access to college programs and services for Aboriginal people. Call (416) 415-2526 for more information. The Native Students Meeting Place is located in Room 562-D at St. James Campus.

Diversity, Equity and Safety

George Brown College is one of the most diverse colleges in Canada and is commited to promoting and providing an equitable environment for students and employees, and encouraging community access and participation in all aspects of college life. Our policies on prevention of discrimination and harassment articulate these commitments and identify rights and responsibilities for all members of our community.

The Human Rights Advisor to the President develops, implements and monitors a variety of programs to advocate and support a harassment/discrimination-free classroom and workplace. If you have any questions or concerns, please call or write the Human Rights Advisor, (416) 415-4646, George Brown College, Casa Loma Campus, P.O. 1015, Station B, Toronto, Ontario, M5T 2T9.

The Diversity, Equity and Safety Committee of College Council plays an active role in promoting and celebrating these issues. College Council is the academic advisory committee for the college and a key place for students to have a voice.

☎ If you have any questions, concerns, issues or project ideas, please contact your College Council representative through the Student Association at (416) 415-2455 or the Human Rights Advisor at (416) 415-4646.

Learning Resource Centres

Each of the college's Learning Resource Centres is unique, reflecting the various specializations of the campus. All students, staff and faculty have access to the resources, facilities and services available at each campus. You can find almost anything in your resource centre – books, periodicals, films, videos and VCRs, computers and software, audiocassettes and newspapers. Each centre offers facilities for research and study, viewing of films and videos, academic and personal computing and some special needs services. Resource centre staff are available to help you locate the information you need for studying, projects and assignments. Make the most of your college experience by discovering early what your resource centre has to offer you.

Your may contact us at:

Casa Loma LRC..... (416) 415-4634
Nightingale LRC ..... (416) 415-2356
St. James LRC..... (416) 415-2173

Open Access Computer Learning Centres (OACLC)

These sophisticated computer centres are partly funded from the student technology fee and are open to all currently registered students. Use the high tech multimedia Pentium PCs and Power Macs to access a wide range of software including MSWord, Excel, Access and PowerPoint, and all of the major desktop publishing and graphic programs. Course related software and tutorials are available, as well as Internet, CD-ROMs, scanning and colour printing. The OACLC is a great independent learning and research facility for all students.

Casa Loma (Room 350) ..... (416) 415-4459
Nightingale ..... (416) 415-2356
St. James (Room 131) ..... (416) 415-2004

LEARN IT! SCAN IT! CREATE IT! PRINT IT!
IT'S HAPPENING AT THE OACLC!

Bookstores

Our bookstores don't just sell textbooks. From trade and general reading books to art and graphic supplies we have the products you need to succeed. Check out our excellent selection of computer hardware and software, at low student prices. We also buy and sell used books; if you are looking for a bargain, check out the selection early in the semester. Visit the college web site at **http://www.gbrownc.on.ca** to discover more about our products, services and specials.

Casa Loma – 160 Kendal Ave., 3rd floor ..... (416) 415-4440
St. James – 200 King St. East, main floor..... (416) 415-2722

Hours of Operation

September to May:
Monday to Thursday ..... 8:30 a.m. to 7:30 p.m.
Friday ..... 8:30 a.m. to 3:30 p.m.

June, July and August:
Monday to Friday ..... 8:30 a.m. to 3:30 p.m.

International Students

Deciding to go to school in a different country is an exciting step. We will assist you in making this decision and ensure your stay in Toronto and at George Brown College is rewarding.

Before you apply

George Brown offers more than 100 full-time programs, all listed in this book and on our web site. For general information and to receive an international student application, write, call or fax the Enquiry Centre (see below). If you have specific questions about prerequisites or testing, please contact the International Centre.

When you apply

You will need an academic standing equivalent to the Ontario academic prerequisites. Specific prerequisites for students from your country are available from the George Brown Enquiry Centre.

Admission criteria:

If you come from a country where the first language or language of instruction is not English, you will need to demonstrate proficiency in both spoken and written English through a test score of 550 on the TOEFL (Test of English as a Foreign Language). The college will also consider scores that range from 525 to 549 depending upon the subscores, student transcript and the type of program chosen.

If you do not have a 550 TOEFL score, you may apply for the college's program in English as a Second Language (ESL) for international students. If you have the academic requirements for a college program, you may be given conditional acceptance to that program pending successful completion of the ESL program – Academic Level.

If you are currently living in Toronto, you may complete English testing at the George Brown College Test Centre. See page 6 for more information, or call (416) 415-4565.

You may also need to fulfill other admission criteria for certain programs, such as samples of your previous work if you are applying to any creative arts program.

Offers of acceptance are sent out at various times depending on the start date of the program. The International Centre will follow your application through the system to ensure you receive a timely reply.

Once you have been accepted by the college, you will need to apply for a student authorization from the nearest Canadian government office. You will be required to present your student authorization when you register at the college.

If requested, we will arrange for homestay with a Canadian family ($100 set-up fee) and/or airport pick-up ($100 fee).

Fees

International students pay $9,375 per year (not including additional fees for materials, books, student I.D., alumni, etc.) for post-secondary diploma and post-diploma programs. Fees for the entire academic year must be paid in full by **JULY 6**. International students entering ESL programs pay $256.45 per week.

While you are at George Brown College

Every September, we offer an International Student Orientation Day, which will give you all the information you need to feel comfortable in your new home, including how to get around Toronto. This day will also introduce you to the services you will have access to, including athletics, the Student Association (SA), student life, counselling, peer tutoring, campus resource centres and computer learning centres. If you are an ESL student, orientation takes place the week before classes begin.

If you need to extend your student authorization during the year, the International Centre will prepare a letter for Canada Immigration confirming your registration at the college.

Academic advice is available throughout your studies from the Language Training Department if you are studying ESL, or from the program co-ordinators for full-time post-secondary programs.

In addition, you may want to participate in the International Student Network which is a part of the Student Association.

After you graduate

If you decide to extend your student authorization to include a one-year work experience, George Brown's Student Career Services can help you locate employment in Toronto, through its electronic job posting service which is available to alumni for a nominal fee.

After you return home, the Alumni Association can help you set up or get involved with a local alumni chapter. Future alumni newsletters will help you stay in touch with news about classmates, reunions, special events and new developments at the college.

For more information:

Enquiry Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9
TEL: (416) 415-2000
FAX: (416) 415-4993
E-mail: info@gbrownc.on.ca

The International Centre
George Brown College
P.O. Box 1015, Station B
Toronto, Ontario M5T 2T9
TEL: (416) 415-2115
FAX: (416) 415-2120
E-mail: intlcen@gbrownc.on.ca
Web Site: http://www.gbrownc.on.ca

Fee Changes

The tuition fees quoted here are regulated by the Ontario Ministry of Education and Training. These and other related fees listed above are for the 1997/98 academic year. Fees are subject to change, without notice, with the approval of the Government of Ontario and/or the Board of Governors of George Brown College.

General Information

Articulation Agreements with Secondary Schools

Articulation is the process of linking secondary schools to colleges to help students make a smooth transition to college – without experiencing delay or duplication of learning. George Brown College has signed articulation agreements with the Toronto Board of Education, Metropolitan Separate School Board and York Board of Education. Students who have graduated from schools in these boards may be able to obtain exemptions for a number of courses once they are accepted into a program at George Brown. For more information, see your guidance counsellor or call the articulation co-ordinator at your local school board.

Course Changes

Your program of study is made up of different courses, each of which is identified by a Course Registration Number (CRN). If you change courses or course sections you must notify the campus Registration Centre. Failure to do so could result in you receiving a grade of "F" for courses in which you were originally registered, and an invoice for additional tuition fees.

Add/Drop forms are available from your program chairperson's office. All Add/Drop and Transfer requests must be submitted to the campus Registration Centre before the end of the third week of the term. There is an administrative fee of $20 for transfers.

Exemptions

Course exemptions must be granted by the third week of the term. You are officially exempted from a course once an exemption form is completed and submitted to the campus Registration Centre. Once granted, an exemption will not be withdrawn.

Withdrawals

Before you decide to withdraw from college, you are encouraged to seek advice from a counsellor or faculty member. He or she can likely help you remain in school. If you decide to withdraw you must make a formal withdrawal by completing a program withdrawal form, available at the campus Registration Centre. Potential refunds and academic penalties are calculated based on the date you submit a completed and signed program withdrawal form to the campus Registration Centre. If you don't withdraw formally you are responsible for term fees and you will receive a grade of "F" for each course.

Fee Refunds

- Canadian citizens and permanent residents who officially withdraw within 10 working days from the beginning of a semester are entitled to receive a refund calculated as follows:
  - full tuition fees for that semester less a $100 administrative service charge; and
  - all fees paid in advance for subsequent semesters.
- International students who officially withdraw within 10 working days from the beginning of a semester are entitled to receive a refund calculated as follows:
  - full tuition fees for that semester less a $500 administrative service fee; and
  - fees paid in advance for subsequent semesters.
- If within five days after the initial ten-day refund period a student is required to withdraw from the college as a result of a promotion meeting or at the request of their department or the registrar, then the student may be considered for a refund.
- The "fixed fee" is refundable only within the refund period of the first semester in which a student registers for each academic year. The fixed fee is defined as the student activity fee and the graduation fee.
- A refund will be paid by cheque or credited to the charge card account of the registered student, the agency or the company paying the student's fees, but not to any other individual.
- Students who receive a bursary from OSAP for either child care or disability-related expenses will have their refund fees paid to the Treasurer of Ontario.
- Materials fees may not be refunded. To enquire, call the department of the program in which you were enrolled.

Full-time/Part-time Programs

Some full-time programs are also offered on a part-time basis. If you are interested in part-time studies, contact the chairperson or Continuing Education co-ordinator of the program for more information. To find out about our part-time, evening and weekend courses, get a copy of our Continuing Education calendar. Call (416) 415-2000 or 1-800-265-2002.

A full-time student is one who is enrolled in 70 per cent of the total hours or two-thirds of the courses required for his/her program.

If full-time students are granted course exemptions, they may, with the permission of their program chairperson, substitute another course within the department which granted the exemption at no extra charge beyond the full-time fee, provided the extra course is taken in the same term as the exemption.

Full-time students with a full program load who wish to enrol in additional part-time courses must pay the required fee for each additional course.

Program Cancellation Policy

Prior to a decision to suspend or phase out a program, the college will provide the students who have already begun the program with the opportunity to complete it within the normal time period (i.e. the Ministry-approved program duration).

As a general principle, the college will provide students with the opportunity to complete the program at the college in which they are enrolled. However, there may be special circumstances where it is not possible for the college to do so or where a transfer of the students to another college would be more practical for both the students and the college.

Under such circumstances, the college has the responsibility to assist these students to become enrolled in the same program offered by another college located within a reasonable distance from the college.

Class Timetables

Class timetables produced by the college are statements of intent on the part of the college and will be followed as closely as circumstances permit.

However, the college reserves the right to change class timetables without notice due to unforeseen circumstances or circumstances beyond the college's control. Students can expect to be scheduled for class anytime between 8 a.m. and 6 p.m.

Changes to Published Information

The program descriptions in this calendar are statements of intent on the part of the college and will be carried out as closely as circumstances permit. Policies and procedures are those in effect at the time of publication.

However, the college reserves the right to change, without notice, any published information that may subsequently require correction or amendment due to circumstances beyond its control.

The college also reserves the right to change or cancel a program or course when enrolment is insufficient or employment opportunities for graduates appear inadequate, and to withdraw offers of acceptance or refund any fees paid for such programs or courses. The college will not be held liable in any material way for difficulties created by any required changes in curricula.

Alternate Formats

This publication is available in alternate formats such as braille, cassette tape, large print and disk. For information call the Special Needs Office at (416) 415-2622. Outside the Toronto area call 1-800-265-2002, extension 2622.

Student Records

Note: Promotion policies may vary in some programs. Please refer to the Divisional Handbook.

Your academic record at George Brown College is permanent and will serve you for years to come as you continue your academic and employment ventures. It is therefore in every student's best interest to maintain an accurate student record with the college by following the established college practices.

The registrar is responsible for the recording of student grades and academic standing submitted by the academic departments, the computation of grade points and grade point averages, the production of transcripts and the granting of diplomas and certificates.

Holds on Student Records

Student records may be held from release by the college for the non-payment of fees, failure to return college property or any other outstanding issue. Student records include transcripts, grade reports, certificates or diplomas, tax forms, letters of attendance and other college-supplied documents.

Transcript Entries

Official Withdrawal

Students wishing to withdraw from the college must do so by filling out an official withdrawal form, available at any of the campus registration centres. The transcript entry will reflect the date the withdrawal form was submitted to the college by the student and the student's academic status will show as "WITHDRAWN". The calculation of any possible refund is based on the date the withdrawal form was submitted to the registration centre.

Non-Attendance
Students who stop attending classes and do not officially withdraw will be reported as non-attenders by the academic departments. These students will receive grades of "F" on each course and will show an academic status of "FAILED" on their transcript. The deadlines for withdrawing from programs without academic penalty are published in the post-secondary/continuing education academic calendar of important dates contained in your Student Handbook. For more information, refer to the handbook or call the Registrar's Office at (416) 415-4500.

Program Transfers and Registrations
Program transfers and registrations will be shown chronologically on the transcript record. No modifications can be made to the chronological history of a student's attendance at the college. In addition, transcripts may not "selectively" report only part of your academic history with the college.

Course Grades and Grading System
Course grades are recorded using letter values. The values of "A" to "D" are considered passing grades. Failures are denoted by the letter value "F."

If a course is failed, it must be redeemed by repeating the course, taking supplemental exams, being successful in an appeal, or by conversion to a symbolic grade. At first, the failed course is included in the grade point average calculations. If the course is repeated, the original failed grade will remain on the transcript, but it will not be used in the grade point average calculations. The new grade will be recorded and included in the grade point average. A course may be repeated a maximum of three times.

PERCENTAGE MARK	LETTER GRADE	GRADE POINTS
86-100	A A+	4.0
80-85	A-	3.7
77-79	B+	3.3
73-76	B	3.0
70-72	B-	2.7
67-69	C+	2.3
63-66	C	2.0
60-62	C-	1.7
57-59	D+	1.3
50-56	D	1.0
0-49	F	0.0

Honours Designation
A student will receive an honours designation by semester if the semester grade point average is 3.5 or higher.

In Good Standing
A student is considered "in good standing" if all courses are passed and the semester grade point average is 1.7 or higher.

On Condition
A student is considered "on condition" if one or more courses are failed or if the student has a semester grade point average of less than 1.7.

Graduation Requirements
A cumulative grade point average of 1.7 is required for graduation. Students with a cumulative grade point average of 3.5 or higher will be awarded graduation with honours. Students must not have any unredeemed failures, withdrawals or other "not passed" designations on their record. A student owing fees or other debt to the college is not eligible to graduate and no transcript will be issued.

Access to Student Records
Students' academic records are the property of the college. The college is bound by the legislation of the Freedom of Information and Protection of Privacy Act (1987). Students may have access to view or copy their own records in the college. Academic records are considered confidential, and access to them is only granted to the student or to others with the written permission of the student. Formalized request forms for access to student records (including transcripts and grade reports) are considered a safeguard for both the student and any internal or external communicators with the college.

Student Appeals and Responsibilities
Complete policies on student appeal of grades are available from any academic department. Every student should make the effort to ensure that his or her student record file is up-to-date and accurate. Practices requiring the completion of special forms (such as withdrawal or transfer forms) or that require action by certain dates are especially crucial to ensure an accurate student academic record.

For further details, call the Registrar's Office at (416) 415-4500 or refer to the Grading and Promotion Policy available from your academic division.

College Preparation Programs

Academic Bridging

We help you get the skills you need to move ahead with your education or a job. Academic Bridging programs are designed to fill the gaps in your qualifications, whether you need to upgrade academic subjects like English, math and sciences, or to focus on employment skills like reading, writing and job search.

Non-traditional learners are our specialty: people looking to college for a brighter future, but who do not necessarily have the typical background and prerequisites. Young people who left school prematurely, adults unfamiliar or uncomfortable with academic subjects, older people preparing to train for a new career, deaf and hard-of-hearing adults – Academic Bridging serves a wide range of students.

English as a Second Language

As part of a vibrant multicultural community, we are dedicated to helping all students acquire the English language skills they need to succeed in the workplace or the classroom.

George Brown offers a range of programs in English as a Second Language, tailored to people needing intermediate, advanced or academic language training. Special programs are available for international students wanting to further develop their English language skills in a Canadian setting. In addition, a unique "train-the-trainer" program prepares people with the concepts and practical experience required to serve as teachers of English as a Second Language.

General Arts and Science

This flexible program gives you the opportunity to explore a broad range of academic subjects as a stepping stone to further education or a career. The focus is on critical thinking and communication skills as a foundation for life and learning. Science, math, the arts and social studies are all part of the General Arts and Science experience, giving you not only a solid educational background, but confidence in your ability to continue to learn and achieve.

Academic Bridging 2, 3 and 4

Program code: A725
St. James Campus
3 semesters

Starting: September, January, May
Summer classes may be offered

Apply to George Brown College

PREREQUISITES
Admissions test.

ABOUT THE PROGRAM
The Bridging program is designed for adults who need academic preparation for entrance to skill training programs or to post-secondary programs. Candidates are admitted on a semestered basis. After an assessment, students in the Bridging program are placed in an appropriate individualized program consisting of one or more of the courses listed at right.

This program is offered as an alternative to our continuous intake program, Academic and Employability Skills.

COURSES
Students will choose one or more courses.

MATH7012, 7013, 7002, 7007	Mathematics
ENGL7005, 7008, 7010, 7002, 7007	English
COMP7014	Computer Literacy

For more information, call the Academic Bridging Department at (416) 415-2427 between 9 a.m. and 4 p.m.

Academic and Employability Skills

Program code: A729
St. James Campus
Up to 52 weeks

Starting: Every 2 weeks
Summer classes may be offered

Apply to George Brown College

PREREQUISITES
Grade 9 or equivalent. Admissions Test. Counsellor interview.

COURSES
Students will choose any combination of the following: English, mathematics, science, computer literacy and applications, employment and student success skills.

ABOUT THE PROGRAM
While this program can be used to prepare for college programs, it is unique in three ways. First, it offers an individualized curriculum, tailored to meet the needs and objectives of a wide range of students. The individualized nature of the program allows for much versatility, both in academic prerequisites and start and finish times. Second, the program has a "workplace" focus that satisfies students whose needs range from career management and organizational effectiveness to applied communication and numeracy skills. Third, the program is primarily "outcome-based" rather than "time-based," so a student can actually progress more rapidly than others through the program.

For more information, call the Academic Bridging Department at (416) 415-2427 between 9 a.m. and 4 p.m.

Academic Upgrading for Deaf and Hard-of-Hearing Adults

Program code: A720
St. James Campus
16 weeks

Starting: September, January

Apply to George Brown College

PREREQUISITES
Functional level testing in English and math. American Sign Language (ASL) competency.

SELECTION PROCEDURES
Call the number at right for an appointment for assessment.

ABOUT THE PROGRAM
George Brown College is a leader in education and educational services for deaf and hard-of-hearing people. This is the only program of its kind in Metro Toronto, with all courses taught in American Sign Language (ASL). The program is for those deaf and hard-of-hearing students who want to upgrade their English, math and computer literacy skills. All of these courses are specially geared to the needs and interests of deaf and hard-of-hearing students.

SEMESTER 1

MATH7022	Mathematics
ENGL7035	English
COMP7014	Computer Literacy

SEMESTER 2

MATH7022	Mathematics
ENGL7035	English
COMP7014	Computer Literacy

For further information, call (416) 415-2651 (TTY) or (416) 415-2427 (voice).

College Start
Pre-Business and Pre-Technology

Program code: A724/A722
St. James Campus
3 semesters (16 weeks)

Starting: September, January, May
Summer classes may be offered

Apply to George Brown College

PREREQUISITES
Upgrading Level 2 or Grade 8 equivalent for College Start Level 3 programs. Upgrading Level 3 or Grade 10 equivalent for College Start Level 4 programs. Admissions test.

ABOUT THE PROGRAM
College Start helps to prepare students for college programs. It gives them upgrading that is directly related to other college program requirements for a variety of post-secondary or skills programs. College Start programs include preparation for careers in business and technology programs. This program emphasizes bridging in English, mathematics and science to prepare for further skills training programs and post-secondary programs in business and technology. In addition, each College Start program also offers computer literacy and study skills. Successful graduates are guaranteed admission into a college-level program at George Brown College, according to the guidelines of the Registrar's Office.

COURSES

ENGL7007	English
SCI7006	Science
MATH7007	Mathematics
ENGL7002	English
MATH7002	Mathematics
PHY7001, 7004	Physics
COMP7014	Computer Literacy

For more information, call the Academic Bridging Department at (416) 415-2427 between 9 a.m. and 4 p.m.

College Vocational Program

Program code: A101
St. James Campus
32 weeks

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma with the majority of credits at the basic level or modified general level, or mature student status (see page 7). Applicants require a pre-admission interview.

ABOUT THE PROGRAM

This job-readiness program is designed to meet the unique educational and vocational needs of people who would not normally consider or qualify for entry into a traditional post-secondary program. It is an individualized, supportive program to help bridge the gap for students who have graduated from high school and who are having difficulty finding appropriate and meaningful work. It will offer extensive assessment through the use of several vocational tools. In addition, students participate in career planning, communication and life skills training, and work experience placements in the field of their choice. Students utilize the computer lab for keyboarding skills and the preparation of résumés and covering letters. Students enrolled in this program are eligible for loans and grants.

CAREER PROSPECTS

Graduates can expect improved career prospects in the field of their choice.

SEMESTER 1

LIFE1002	Life Skills I
COMM1001	Communication Skills I
MATH1001	Mathematics Skills I
HLTH1001	Fitness I
PREP1003	Society and Self
PREP1001	Vocational Skills/Assessment I

SEMESTER 2

LIFE1003	Life Skills II
COMM1002	Communication Skills II
MATH1002	Mathematics Skills II
HLTH1002	Fitness II
PREP1002	Vocational Skills/Work Placements II

For more information, call the program counsellor at (416) 415-2503 between 9 a.m. and 4 p.m.

Ontario Basic Skills (OBS)

This program gives adults the opportunity to upgrade basic literacy and numeracy skills, learn job search skills and become computer literate in order to prepare for employment or further skills training. OBS also offers counselling services and child care and transportation allowances for qualified students. Sponsored by the Ministry of Education and Training, the program is tuition-free. Call (416) 415-2427 for more information.

Summer Languages for International Students

Program codes
English
4 weeks: LT8370
5 weeks: LT8390
6 weeks: LT8420
French
3 Weeks: LT9320

Starting: July and August
Contact the International Centre for exact start dates

Apply to the International Centre at George Brown College

Come and experience a Canadian summer – and learn English or French at George Brown College. This three- to six-week program combines language instruction with a full schedule of activities and field trips. Summer Languages introduces international students to either English or French, and to Canadian culture in Toronto and area. Students will visit places such as Niagara Falls, SkyDome and the CN Tower, and participate in many other cultural and recreational events. Living accommodation for visiting students can be arranged in residences or in Toronto homes.

For further information contact the International Centre
Phone: (416) 415-2115
Fax: (416) 415-2120
E-mail: intlcen@gbrownc.on.ca

NOTE

Applicants must be 18 years of age or older. Special arrangements can be made for groups.

GRADUATE *Profiles*

I will be studying Hotel Management at George Brown College in September, so I wanted to improve my English before classes started. Thanks to the Summer Languages program I will be better prepared for the future.

The teacher worked very hard and the classes were well-planned. Students were at different levels, but the teacher did a lot of preparation so there were benefits for everyone.

I'm very happy with my homestay – the woman I am staying with is great. She is interested in learning about my culture, so as I explain things to her she listens carefully and helps me with my English.

Yuko Sato
Japan

I have been to other summer school programs, and this one is the best. At George Brown the education is very good – and it's a lot of fun. Our teacher was excellent and the tours in the afternoon were fantastic. I really got to know Toronto and I had many opportunities to improve my English.

All the students got along well as a group. It was interesting to meet people from so many different countries.

Carlos Hurtado
Spain

Language Instruction for Newcomers to Canada (LINC)

Program code: R709
Casa Loma Campus
24 weeks

Starting: Various dates
Certification: Certificate

Apply to George Brown College

PREREQUISITES

All applicants must be referred by the A-LINC (Assessment-Language Instruction for New Canadians) program available at some YMCA offices. Contact the A-LINC hotline at (416)925-5462 for an appointment. Eligibility requirements are determined by Human Resources Development Canada (HRDC). This program is not open to fee-paying students. Canadian citizens are not eligible for LINC training.

ABOUT THE PROGRAM

This program provides English language instruction to help newcomers to Canada to ease their social, cultural and economic integration into Canada. This program is sponsored by Human Resources Development Canada (HRDC).

For more information, call the Language Training Department at (416) 415-4825 or 415-4826 between 8 a.m. and 4 p.m.

Teaching English as a Second Language to Adults (TESL)

Program code: R400
Casa Loma Campus
28 weeks

Starting: January, September
Certification: Certificate

Apply to George Brown College

PREREQUISITES

Applicants must have excellent communication skills in English. A post-secondary degree or diploma in a related field of study is recommended.

ABOUT THE PROGRAM

This program provides a solid grounding in both the theoretical and practical aspects of teaching English as a second language to adults. There is a strong emphasis on the practical aspects of teaching ESL.

HOW TO APPLY

Call (416) 415-4953 to receive an application. Deadline for submission of January applications is November 7, 1997. Deadline for submission of September applications is April 17, 1998.

SEMESTER 1 14 WEEKS

TETR4000	TESL Methodology
TETR4001	Phonetics and Phonology
TETR4002	Pedagogy of English Grammar

SEMESTER 2 14 WEEKS

TETR4003	Teaching Skills I
TETR4004	Teaching Skills II
TETR4005	Practicum

For more information, call the Language Training Department at (416) 415-4825 or 415-4826 between 8 a.m. and 4 p.m.

Teaching English as a Foreign Language (TEFL)

Program code: R402
Casa Loma Campus
2 semesters

Starting: under development for January 1998
Certification: Certificate

Apply to George Brown College

PREREQUISITES

Ontario Secondary School Diploma, or equivalent. A demonstrated proficiency in English (TOEFL score of 580 or equivalent).

In the event of over-subscription, the college may interview the applicants, or ask them to complete a written questionnaire. Preference will be given to those applicants with previous education or experience in language instruction.

ADVANCED STANDING

If you have credits from another college or university, or if you have related work experience, you may be eligible for an exemption from certain courses.

ABOUT THE PROGRAM

This program is designed to provide non-native speakers of English with the knowledge and skills to teach English overseas. You will cover a wide range of topics, such as aspects of the structure of English (grammar, morphology, phonology and phonetics), traditional and current approaches in teaching methodology, specific techniques in teaching listening, speaking (including pronunciation), reading and writing, theories of second language acquisition, socio-cultural issues, and principles of language testing.

The program includes self-directed research, demonstration lessons and classroom observations.

For more information, call the International Centre at (416) 415-2115.

English as a Second Language

Casa Loma Campus
Each program level is 12 weeks long
Starting: Various dates
Certification: Certificate
A new 8 week program is under development for 1998
Apply to George Brown College

For more information, call the Language Training Department at (416) 415-4825 or 415-4826 between 8:30 a.m. and 4 p.m.

Intermediate

Program code: R716

PREREQUISITES
Passing grade on a test for basic English skills.

ABOUT THE PROGRAM
This program allows students the opportunity to develop their basic English language skills. A graduate of this program is able to communicate needs and comprehend clearly in everyday situations. Oral performance is emphasized. Time is allotted in state-of-the-art language laboratories and computer rooms.

Advanced

Program code: R708

PREREQUISITES
English as a Second Language – Intermediate or equivalent.

ABOUT THE PROGRAM
This program provides those who already have good language abilities with more sophisticated communication and comprehension skills.

COURSES	12 WEEKS
ESL7010	Advanced Listening
ESL7011	Advanced Speaking
ESL7012	Advanced Reading
ESL7013	Advanced Writing

Academic

Program code: R717

PREREQUISITES
English as a Second Language – Advanced or equivalent.

ABOUT THE PROGRAM
This certificate program is designed to prepare graduates for the educational demands of post-secondary programs of instruction.

COURSES	12 WEEKS
ESL7026	Listening for Academic Purposes
ESL7027	Speaking for Academic Purposes
ESL7028	Reading for Academic Purposes
ESL7029	Writing for Academic Purposes

English as a Second Language for International Students

Casa Loma Campus
Each program level is 12 weeks long
Starting: Various dates
Certification: Certificate
New 8 week program under development for 1998
Apply to the International Centre at George Brown College

For further information contact the International Centre
Phone: (416) 415-2115
Fax: (416) 415-2120
E-mail: intlcen@gbrownc.on.ca

Intermediate

Program code: R713

PREREQUISITES
Proof of previous instruction in English as a foreign language.

ABOUT THE PROGRAM
This program is designed to allow international students to build on ESL knowledge gained in high school EFL classes abroad. The program comprises instruction in the four skill areas: listening, speaking, reading and writing. A graduate of this program is able to comprehend English spoken at a normal speed, communicate needs clearly in everyday situations, read brief articles and messages well enough to understand the main ideas, and complete forms and write short messages that a native speaker will have little difficulty understanding. As well as classroom instruction, students are given time in language laboratories and computer rooms.

Advanced

Program code: R714

PREREQUISITES
ESL International Program – Intermediate or equivalent.

ABOUT THE PROGRAM
This program allows international students the opportunity to further their English skills and to develop more sophisticated communication abilities. Included within instructional content is material dealing with Canadian social and economic issues.

COURSES	12 WEEKS
ESL7002	Advanced Listening for International Students
ESL7003	Advanced Speaking for International Students
ESL7004	Advanced Reading for International Students
ESL7005	Advanced Writing for International Students

Academic

Program code: R715

PREREQUISITES
ESL International Program – Advanced or equivalent.

ABOUT THE PROGRAM
This intensive program is designed to prepare advanced ESL international students for success in post-secondary programs. Opportunities are provided for students to audit classes in other programs. Guest speakers also visit to give information and advice on choosing post-secondary courses.

COURSES	12 WEEKS
ESL7006	Listening for Academic Purposes
ESL7007	Speaking for Academic Purposes
ESL7008	Reading for Academic Purposes
ESL7009	Writing for Academic Purposes

General Arts and Science

Program code: R101
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and Grade 10 mathematics or equivalent are required.

ABOUT THE PROGRAM

This two-year program focuses on developing advanced skills in research and writing, oral communication, critical thinking and career planning. Students explore both traditional and interdisciplinary approaches to the arts and humanities, science and technology, social sciences, communications and mathematics. The program combines core courses in both generic skills and general education with a wide range of elective choices.

CAREER PROSPECTS

Most students entering General Arts and Science hope to use the intensive program as a stepping stone to university or to another post-secondary program, often transferring at the end of the first year. A Certificate of Academic Achievement is awarded to those students who successfully complete all Semester I and II credits.

There is also increasing recognition from prospective employers that excellent communication skills, the ability to learn, adaptability, and a well-rounded general education are as, if not more, important than specific skill training. A General Arts and Science diploma is excellent preparation for careers in business and social services, especially with those organizations conducting their own training programs.

ADVANCED STANDING

Advanced standing may be granted to those students who maintain a minimum course average of 60 per cent for college transfer and 75 per cent for university transfer.

SEMESTER 1

COMM1007	College English
GNED1003	General Education Foundation
LIFE1001	Career Studies I
MATH1034	Mathematics
one of:	
ANAT1022	Human Biology
ENVR1001	Environmental Science I
	ONE open ELECTIVE

SEMESTER 2

COMM1034	Professional Communications I
SSCI1002	Canadian Studies
HUMN1005	Philosophy: The Search for Meaning
	ONE MATH ELECTIVE
	ONE SCIENCE ELECTIVE
	ONE open ELECTIVE

SEMESTER 3

LIBA1009	Speaking with Confidence
LIBA1011	Canadian Literature
SOCI1022	Sociology
PSY1033	Introductory Psychology
	TWO open ELECTIVES

SEMESTER 4

COMM1035	Professional Communications II
LIFE2004	Career Studies II
one of:	
COMM2002	Communications Project
HUMN1008	Arts and Humanities Project
SCI2004	Natural Science Project
SSCI2004	Social Science Project
	TWO open ELECTIVES

For more information, call the co-ordinator of Arts and Science at (416) 415-2306 between 9 a.m. and 5 p.m.

GRADUATE *Profile*

Ursula Mazur
General Arts and Science '96
Student of Anthropology
York University

I decided to take the General Arts and Science program because I wanted to go to university, but I'd been out of school for a while. I wanted to be ready for the experience. Since George Brown has transferable credits with York University, I knew the academic standards would be high. Plus, George Brown has a multi-cultural environment and that's a real asset. For instance, I took a course in 'World Religions' and I had the opportunity to get first-hand perspectives from people from different countries.

The program definitely prepared me for university. I learned things like meeting deadlines, being resourceful, critical thinking and essay writing. Most importantly, I now have more confidence in myself.

George Brown was a stepping stone to change my life. Not only did I build good relationships with students and staff, it helped alter my views of the world in a positive way. It helped me to realize how much I like school.

Faculty of Business & Creative Arts

The arts and business come together at George Brown College in a unique Faculty that brings together commerce and creativity. The artists and business professionals of tomorrow gain new perspectives from this innovative meeting of minds.

George Brown, the City College, is at the heart of Canada's business and artistic community. From the bustle of Bay Street, to the glitter of the theatre district, to the sizzle of the graphic design industry, Toronto is the magnet for action in arts and business.

Business

Learn the business of tomorrow – today! Our relationship with our business partners provides you with that needed edge – an opportunity to succeed with relevant, industry-supported programs. Advisory committees, guest lecturers and meaningful field placements all contribute to your success.

George Brown's commitment to keep pace with industry is highlighted in our multi-user, Internet-linked computer labs. Faculty and staff stay in touch with trends through on-going professional development activities that have a direct impact on the classroom.

Business graduates from George Brown have a head start in gaining further qualifications, too. Their college studies are recognized for advanced standing in degree programs at selected universities, and the time required to earn professional designations in many fields – human resources, financial planning and accounting, for example – is shortened dramatically for graduates in those areas.

Creative Arts

Whatever your interest in the arts, you'll find a stimulating combination of creativity and serious business sense in our dynamic programs. Working with practising professionals in a studio environment, you'll develop the design and technical skills you need to enter the exciting and rewarding world of the entrepreneurial artist. Consider:

- George Brown fashion graduates continue to make their own particular mark in the Canadian industry;
- Theatre graduates are performing on such stages as Stratford, Shaw, Canadian Stage, in film and on television;
- Jewellery arts graduates are making a distinctive contribution to Canada's craft scene;
- Design and printing technology graduates continue to create a leading-edge impact in the Toronto design community;
- Our apprentice hairstyling program is the best-known in Ontario at both the basic and advanced levels;
- Furniture design, production, woodworking and upholstery graduates, taught by leading artisans, are in high demand;
- Our unique, internationally renowned piano technology program is the leading educator in the complex and demanding world of piano repair and rebuilding.

All of our Creative Arts programs aim to produce an artist/craftsperson who is ready to face the rigorous demands of the Canadian arts and cultural industry – an industry that contributes some $22 billion annually to Canada's economy.

Partners in Education

Here are just a few of the many organizations that actively support our programs as employers of our graduates, advisory committe members or program sponsors:

Canadian Securities Institute
Coopers & Lybrand
Fidelity Investments Canada Limited
Fortune Financial Management
H & S Reliance Ltd.
Holt Renfrew & Co. Ltd.
Honeywell Limited
Levi Strauss & Co. (Canada) Inc.
MacKenzie Financial Corporation
Metro Label Company Ltd.
Midland Walwyn Capital Inc.
Nelvana
O'Donnell Investment Management Corp.
Parkhurst Knitwear
Roots Canada Ltd.
ScotiaMcLeod Inc.
Stratford Festival Theatre
TSN
Transcontinental Printing Inc.
Wal-Mart Canada Inc.
Webcom Ltd.
Young People's Theatre

Business
Accounting

Program code: B103
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September, January
Certification: Diploma
Summer classes (with January start – for Semester 2 only)

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Access to a computer is highly recommended.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

Today's financial world requires accountants who are analytical, flexible and motivated to succeed. This two-year program will give you the basic skills necessary to get started on your accounting career path. You will study financial and management accounting, systems analysis and design, and auditing.

Since computers are a part of everyday work in the accounting field, you will also learn practical software applications such as Excel, ACCPAC and some database management.

CAREER PROSPECTS

Accountants are required in every facet of our society. You may find career opportunities in manufacturing, merchandising, finance, government, public institutions, recreation and service organizations.

As a new graduate, you may also choose to enter a training program to gain a wide range of experience in various sections of a firm's accounting department, such as accounts payable, accounts receivable, payroll or cost accounting.

You may also be hired by an organization to troubleshoot and solve problems with more intricate business operations. For example, the federal and provincial governments, with their complex regulations and taxing systems, seek college accounting graduates for employment in the areas of financial management and taxation.

ADVANCED STANDING

Students who successfully complete this program may enter directly into the third year (Semester 5) of the Business Administration – Accounting (B107) program. They may also be exempted from up to four credits in Atkinson College at York University.

Graduates may obtain advanced standing in the CGA (Certified General Accountants) program and with universities.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1082	Computer Skills and Applications
COMM1007	College English
BUS1024	Introduction to Business
MATH1021	Mathematics of Finance

SEMESTER 2

ACCT1012	Introduction to Accounting II
ACCT1031	Accounting Information Systems I
MARK1001	Introduction to Marketing
GNED1003	General Education Foundation
COMM1034	Professional Communications I

SEMESTER 3

ACCT2001	Financial Accounting I
ACCT2011	Management Accounting I
ACCT2012	Accounting Information Systems III
ECON1009	Microeconomics
COMM1035	Professional Communications II

SEMESTER 4

ACCT2004	Financial Accounting II
ACCT2014	Management Accounting II
ACCT2007	Auditing I
ACCT2013	Accounting Information Systems IV
ACCT2028	Taxation I
ELECT000	Elective

SEMESTERS 5 & 6 (Third Year Option)

See the Business Administration Accounting (B107) program.

For more information, call the Faculty of Business & Creative Arts at (416) 415-2160 between 9 a.m. and 4 p.m.

Business Administration
Accounting

Program code: B107
St. James Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma
Summer classes (with January start for semester 2 only)

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Access to a computer is highly recommended.

Graduates of Business – Accounting (B103) may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants having credentials from other colleges should request advanced standing.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

This three-year program is ideal for students who wish to secure managerial positions in the field of accounting. After learning the basics, you will study taxation, finance, Canadian business policy, advanced financial and management accounting, and management of human resources, giving you the balanced, specialized training you need to move into a supervisory position. In addition to learning manual systems, you will also learn a variety of accounting software applications that you will use every day in your position.

CAREER PROSPECTS

As a graduate, you may find employment in a supervisory accounting position and apply your training and skills in areas such as financial accounting, auditing, financial analysis and management accounting, working for one of several public accounting firms or government. You may also choose to offer your accounting services to small businesses on a consulting basis.

ADVANCED STANDING

Accounting graduates may obtain advanced standing in the CGA (Certified General Accountants) program and with universities.

Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University.

In addition, students who successfully complete this program may receive full credit for their three-year diploma at Northwood University in Michigan. Students can complete a four-year Bachelor of Business Administration degree in one academic year at Northwood.

Further details may be obtained from the program co-ordinator.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1082	Computer Skills and Applications
MATH1021	Mathematics of Finance
COMM1007	College English
BUS1024	Introduction to Business

SEMESTER 2

ACCT1012	Introduction to Accounting II
ACCT1031	Accounting Information Systems I
GNED1003	General Education Foundation
COMM1034	Professional Communications I
MARK1001	Introduction to Marketing

SEMESTER 3

ACCT2001	Financial Accounting I
ACCT2012	Accounting Information Systems III
ACCT2011	Management Accounting I
ECON1009	Microeconomics
COMM1035	Professional Communications II

SEMESTER 4

ACCT2004	Financial Accounting II
ACCT2014	Management Accounting II
ACCT2007	Auditing I
ACCT2013	Accounting Information Systems IV
ACCT2028	Taxation I
ELECT000	Elective

SEMESTER 5

ECON1010	Macroeconomics
ACCT3008	Finance I
ACCT3003	Auditing II
ACCT3005	Advanced Accounting I
ACCT3002	Taxation II
STAT1010	Quantitative Methods I

SEMESTER 6

LAW2003	Commercial Law
BUS3001	Strategic Management
ACCT3004	Finance II
ACCT3006	Advanced Accounting II
STAT2011	Quantitative Methods II
ACCT3001	Management Accounting III

For more information, call the Faculty of Business & Creative Arts at (416) 415-2160 between 9 a.m. and 4 p.m.

Financial Planning

Program code: B137
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES (under review)

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and mathematics. A background or credits in accounting and/or economics is strongly recommended.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

The new Financial Planning program has been developed to meet the growing need for well-trained, knowledgeable individuals to work in the financial services sector. Developed by the Faculty of Business & Creative Arts at George Brown College in collaboration with major financial services companies in Toronto, the Financial Planning program is the first of its kind in Canada.

During the two-year, diploma program students will acquire the skills and knowledge to determine clients' financial needs and objectives, and to use this information to develop a personalized program of investments and savings to help clients realize their goals. The second year of the program covers the courses needed for students to write the Financial Planners Standards Council of Canada examination which leads to the Certified Financial Planner™ (CFP™) designation.*

The program will be monitored by an advisory committee made up of industry experts to ensure it continues to meet the needs of employers in the financial services sector.

CAREER PROSPECTS

This unique combination of credentials opens a wide range of career paths. Examples include investment advisor, personal financial planner or mutual funds dealer, in large or small organizations or even a business of your own.

**George Brown College does not award the CFP and Certified Financial Planner designation. The right to use the marks CFP™ and Certified Financial Planner™ is granted under licence by the FPSCC to those persons who have met its educational standards, passed the FPSCC Professional Proficiency Examination, satisfied a work experience requirement and agreed to abide by the FPSCC Code of Ethics.*

SEMESTER 1

ACCT1029	Financial Management and Analysis I
ECON1012	Economics I
FIN1001	Canadian Securities I
COMM1007	College English
MATH1021	Mathematics of Finance
GNED1003	General Education Foundation
FIN1003	Financial Services Industries in Canada
COMP1082	Computer Skills and Applications

SEMESTER 2

ACCT1030	Financial Management and Analysis II
ECON1013	Economics II
FIN1002	Canadian Securities II
COMM1034	Professional Communications I
LAW1011	Business and Family Law
PSY1036	Interpersonal Psychology
COMP1073	Microcomputer Applications

SEMESTER 3

FIN2001	Financial Planning Practice
MARK2027	Sales Training and Client Management
FIN2002	Budget and Savings Planning
FIN2003	Residential Mortgages
MARK2028	Marketing Financial Services
PSY2014	Personal Growth and Development
INS2006	Principles and Practice of Insurance

SEMESTER 4

FIN2004	Estate Planning
FIN2005	Tax Planning
FIN2006	Retirement Planning
FIN2007	Investment Management
MARK2029	Advertising, Public Relations and Media Management
FIN2008	Financial Planning Case
GNED	General Education Elective

For specific program information, please call (416) 415-2520 between 10 a.m. and 4 p.m.

Investment Sales Assistant

Program code: B118
St. James Campus
30 Weeks (2 semesters)

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). A background or credits in accounting and/or economics is strongly recommended.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

As an investment sales assistant, you are the "right hand" of the broker in an investment firm, handling a wide range of tasks in a fast-paced, dynamic setting. George Brown's program is the only one of its kind in Canada, and was developed in response to a need identified in the investment industry with input from high-level members of Toronto-based investment houses.

This intensive 30-week program will train you to handle day-to-day transactions in financial markets and to work as an investment sales assistant. You will have the opportunity to apply your skills in an internship placement with a major investment company. After graduating, although you will not be involved with selling investments directly, you will be responsible for supporting the millions of transactions that affect the financial future of corporations, governments and individual clients around the world.

The program is monitored by an advisory committee made up of executives from investment companies. Together, the members guide and advise the college to ensure that the program keeps pace with changes in the investment industry.

This program is unique in Canada.

CAREER PROSPECTS

You may find a position as sales assistant to financial brokers with a variety of investment companies. In order to become a registered sales assistant, you must successfully write the Canadian Securities examination, offered by the Canadian Securities Institute.

SEMESTER 1

FIN1003	Financial Services Industry in Canada
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications
ECON1012	Economics I
ACCT1029	Financial Management and Analysis I
FIN1001	Canadian Securities I
MATH1021	Mathematics of Finance
COMM1007	College English

SEMESTER 2

ACCT1030	Financial Management and Analysis II
LAW1011	Business and Family Law
COMM1034	Professional Communications I
FIN1002	Canadian Securities II
ECON1013	Economics II
COMP1073	Microcomputer Applications
PSY1036	Interpersonal Psychology

For more information, call (416) 415-2520 between 10 a.m. and 3 p.m. or the Faculty of Business & Creative Arts at (416) 415-2160.

GRADUATE *Profile*

Melissa Meisinger
Investment Sales Assistant '96
Sales Assistant
Nesbitt Burns

I have a Bachelor of Science degree and before coming to George Brown I was working at the Metro Zoo as an animal keeper. It was an excellent opportunity, but for me it wasn't a career. I took a year to explore different options. Since George Brown has a good reputation and I didn't want to go back to school for a long time, I chose the Investment Sales program. Finance is a diverse field and we're encouraged to keep learning about new products and services as well as the economy. That appeals to me.

A key component of the program is the co-op placement. It's the best way to get into a company if you don't have any other work experience in financial industry.

I participated in a work placement here at Nesbitt Burns. I spent two weeks shadowing a sales assistant and learning all about the financial world. That's how I got my foot in the door. When my placement was over, I volunteered to stay on for two weeks during which time a job opportunity came up.

Business

Logistics Management

Program code: B135
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM

As the life line of many organizations, logistics management makes a significant contribution to market competitiveness and economic efficiency. It means ensuring that the right products are in the right place at the right time and at the right cost – an area of customer service that has become increasingly important, especially with the emerging growth in international trade.

Logistics Management is a comprehensive two-year program incorporating classroom instruction with guest speakers, off-site visits and a two-week work experience in the final semester.

You will learn how businesses operate locally, nationally and internationally, as you prepare for your career in customer service, inventory control, purchasing, warehousing, materials handling, traffic and transportation, import/export and integrated logistics.

You will develop your "people skills" and gain a solid understanding of management skills, case applications, computer applications and research techniques.

CAREER PROSPECTS

The demand for logistics management specialists is high, especially with the increase in foreign trade. You will find career opportunities in a variety of economic sectors such as manufacturing, import/export, transportation, packaging, distribution systems design and government operations. The two-week job experience gives you practical experience and an opportunity to explore particular career paths.

ADVANCED STANDING

Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1082	Computer Skills and Applications
MARK1001	Introduction to Marketing
DIST1002	Introduction to Distribution Management
MATH1008	Business Mathematics
COMM1007	College English
GNED1003	General Education Foundation

SEMESTER 2

DIST1005	Distribution Warehouse Management
DIST2004	Industrial Purchasing
COMM1034	Professional Communications I
STAT1010	Quantitative Methods I
ELECT000	Elective

SEMESTER 3

DIST2001	Distribution Systems Management I
DIST2002	Traffic and Transportation Management I
DIST1007	Inventory Control I
LAW2013	Canadian Business Law
COMM1035	Professional Communications II
COMP1062	Computer Presentations

SEMESTER 4

DIST2006	Distribution Systems Management II
DIST2008	Invemtory Control II
DIST2010	Traffic and Transportation Management II
DIST2012	Import/Export Procedures
DIST2013	International Trade
ELECT000	Elective

For more information, call
(416) 415-2131
between 8:30 a.m. and 4 p.m. or the
Faculty of Business & Creative Arts at
(416) 415-2160.

GRADUATE *Profile*

Keith MacDougall
Logistics Management '96
Air-Ocean Operations
Ocean Transportation Services
Freight Forwarding

This is a fun job. When I was working here on my co-op placement the owner – who is also a George Brown graduate – asked me if I'd like to start full-time after graduation. I started the next day.

The George Brown program was great. We had to do a lot of oral presentations and the teachers would treat it like a business meeting where we were required to dress up and do our presentations with the class marking us.

I think anyone who isn't sure what they want to do should consider logistics, because everything has to move in this world, whether it's air, ocean or truck, and there's a lot of potential out there right now; it's a wide open market.

Business

Management Studies

Program code: B105
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM

This program is for students who prefer to develop skills in a variety of business disciplines. With a focus on the concept of the business generalist, you will build a foundation for a career in business by learning practical, job-related skills in the areas of accounting, computer applications, customer relations, purchasing, inventory control and general management. If you discover a particular interest and aptitude for specialized studies, you may transfer, after the first semester, to Marketing or Logistics Management.

CAREER PROSPECTS

Small businesses who need employees with the flexibility to handle a variety of responsibilities are often looking for generalists like you. Other employers have unique job requirements – they have to provide specialized training but they prefer to hire business graduates who have shown that they have the interest and determination to succeed. With experience, you may soon move into a supervisory or management position.

ADVANCED STANDING

Students who successfully complete this program may be exempted from up to four credits in Atkinson College at York University.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1082	Computer Skills and Applications
MARK1001	Introduction to Marketing
MATH1008	Business Mathematics
DIST1002	Introduction to Distribution Management
COMM1007	College English
GNED1003	General Education Foundation

SEMESTER 2

COMM1034	Professional Communications I
MARK1002	Professional Presentations/Selling
DIST2004	Industrial Purchasing
ACCT1011	Accounting for Decision Making
ELECT000	Elective
MATH1015	Mathematics of Merchandising

SEMESTER 3

ACCT2015	Management Accounting
MGMT2005	General Management I
DIST1007	Inventory Control I
COMM1035	Professional Communications II
ELECT000	Elective
STAT1010	Quantitative Methods I

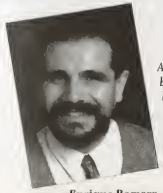
SEMESTER 4

ECON1010	Macroeconomics
MGMT1008	Small Business Management
MGMT2008	General Management II
MARK2008	Public Relations and Publicity
DIST2013	International Trade
ELECT000	Elective

Note: This program is under review and courses are subject to change.

For more information, call
(416) 415-2131 or the
Faculty of Business & Creative Arts at
(416) 415-2160
between 9 a.m. and 4 p.m.

GRADUATE *Profile*



Enrique Romero
Management Studies '96
President
Enrique Romero and Associates

After graduation, I opened a business translating and interpreting for people who want to do business in Spanish-speaking countries. I'll be expanding more and more to help with other languages, such as French and Portuguese.

When I came to Canada, I had a lot of trouble learning English. I learned enough to enroll in high school, and then I came to George Brown. I wanted to know about business, computers and communication, so I took the Management Studies program. Once I finished my first semester, I became a tutor for other students, teaching in every subject in which I received an 'A+'. It was a challenge, but it helped me develop time management and teaching skills.

Now I'm chairperson of Communications and Publications for the Alumni Association. We're offering students a variety of services, including a web site for job hunting and a mentoring program that sets students up with graduates working in the field.

Business
Marketing

Program code: B104
St. James Campus
2 years (4 semesters)

Starting: September, January
Certification: Diploma
Summer classes (with January start – for semester 2 only)

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

This program prepares you for a career in the dynamic field of marketing. As a marketer, you will be responsible for researching, creating, producing, pricing, selling, distributing and promoting the products and services of your clients. To ensure clients achieve their objectives, you will co-ordinate the work of market researchers, designers, printers, distributors, writers and other suppliers. In this program, you will learn to understand and manage this entire process.

The program makes extensive use of case studies, business projects, written reports, videotaped presentations, computerized business simulations and various computer programs that businesses use to aid analysis and decision making. You are encouraged to participate in the Marketing Club, the chapter of the International American Marketing Association and in marketing competitions against other colleges and universities. George Brown College students have won a number of industry-sponsored marketing competitions and their AMA chapter has won many international awards.

CAREER PROSPECTS

Graduates often begin with entry-level positions such as account executive with a marketing research or advertising agency working on marketing projects or preparing client proposals. You may also work on the client side as an assistant marketing co-ordinator or sales representative for a variety of organizations including manufacturers, wholesalers, retailers and service industries. As you move up to operational levels, your analytical and decision-making skills become increasingly important.

ADVANCED STANDING

Graduates of this program and university graduates with marketing courses, may be admitted directly into Semester 5 of the three-year program leading to the Diploma in Business Administration – Marketing if they satisfy the academic requirements. As a graduate, you may also negotiate on an individual basis for advanced standing at Ryerson Polytechnic University, York University and Northwood University in Michigan.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1082	Computer Skills and Applications
MARK1001	Introduction to Marketing
MATH1008	Business Mathematics
DIST1002	Introduction to Distribution Management
COMM1007	College English
GNED1003	General Education Foundation

SEMESTER 2

MARK1003	Advertising Management/Integrated Marketing Communications
MARK2006	Marketing Channel Organization and Systems
MATH1015	Mathematics of Merchandising
MARK2010	Quantitative Marketing Analysis
COMM1034	Professional Communications I
ELECT000	Elective

SEMESTER 3

MARK2005	Product Planning and Pricing Policy
MARK2007	Marketing Research and Information Systems
STAT1010	Quantitative Methods I
COMM1035	Professional Communications II
ELECT000	Elective

SEMESTER 4

MARK1011	Marketing Management I – Strategic Planning
MARK2009	Marketing Management II – Consumer and Competitive Environment
MARK1002	Professional Presentation – Selling
MARK2020	Fundamentals of International Marketing
MARK1006	Sales Promotion, Direct Marketing and Integrated Communications
ELECT000	Elective

SEMESTERS 5 & 6 (Third Year Option)

See the Business Administration Marketing (B108) program.

Note: This program is under review and courses are subject to change.

For more information, call
(416) 415-2276
or the Faculty of Business at
(416) 415-2160
between 9 a.m. and 4 p.m.

Business Administration
Marketing

Program code: B108
St. James Campus
3 years (6 semesters)

Starting: September
Certification: Diploma
Summer classes (with January start for semester 2 only)

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

Graduates of Business – Marketing (B104) and university graduates with marketing courses may be admitted directly into Semester 5 of this program if they satisfy academic requirements. Applicants with credentials from other colleges or universities should request advanced standing.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

You will gain a solid understanding of everything involved in marketing and promoting a product or service, including advertising, distribution, pricing, policy, market research and analysis, and sales techniques. You will examine case studies, business projects and videotaped presentations, and will work on your own marketing plans to present to the class.

In the third year, you will study management theory to prepare for supervisory positions. Also in the third year, you will gain experience by completing a two and one-half day per week internship.

CAREER PROSPECTS

Graduates find opportunities with a wide variety of manufacturers, distributors and service industries. Starting positions include:

Assistant Product Manager – You will assist in developing marketing objectives and strategies for a brand, and deal with issues of promotion, pricing, distribution, packaging, product modifications and customer research.

Retail Management Trainee – You may enter a training program offered by a progressive retailer and, with experience, become capable of operating a store or a department. Opportunities include management, merchandising, promotion, buying and location analysis.

Marketing Research or Direct Marketing Co-ordinator – You will be qualified for entry-level jobs working on projects in progress or preparing client proposals. With a three-year diploma, you may quickly move up to operational levels where your analytical and decision-making skills are utilized.

ADVANCED STANDING

Students who successfully complete this program may be exempted from up to seven credits in Atkinson College at York University. You may also negotiate on an individual basis for advanced standing at Ryerson Polytechnic University.

In addition, you may receive full credit for your three-year diploma at Northwood University in Michigan, where you can complete a four-year Bachelor of Business Administration degree in one academic year.

SEMESTER 1

ACCT1001	Introduction to Accounting I
COMP1082	Computer Skills and Applications
MARK1001	Introduction to Marketing
MATH1008	Business Mathematics
DIST1002	Introduction to Distribution Management
COMM1007	College English
GNED1003	General Education Foundation

SEMESTER 2

MARK1003	Advertising Management/Integrated Marketing Communications
MARK2006	Marketing Channel Organization and Systems
MATH1015	Mathematics of Merchandising
MARK2010	Quantitative Marketing Analysis
COMM1034	Professional Communications I
ELECT000	Elective

SEMESTER 3

MARK2005	Product Planning and Pricing Policy
MARK2007	Marketing Research and Information Systems
STAT1010	Quantitative Methods I
COMM1035	Professional Communications II
ELECT000	Elective

SEMESTER 4

MARK1011	Marketing Management I – Strategic Planning
MARK2009	Marketing Management II – Consumer and Competitive Environment
MARK1002	Professional Presentation – Selling
MARK2020	Fundamentals of International Marketing
MARK1006	Sales Promotion, Direct Marketing and Integrated Communications
ELECT000	Elective

SEMESTER 5

PSY104S	Organizational Psychology
ACCT3007	Financial Management for Marketing
BUS3002	Faculty Directed Research I
MARK3010	Marketing Practicum I
BUS3012	Promotion and Publicity

SEMESTER 6

BUS3003	Faculty Directed Research II
MARK3007	Service Marketing
MARK3006	Marketing Information Systems
MARK3011	Marketing Practicum II
BUS3009	Licensing and Merchandising

Note: This program is under review and courses are subject to change.

For more information, call
(416) 415-2276
between 9 a.m. and 4 p.m. or the
Faculty of Business & Creative Arts at
(416) 415-2160.

Health Information Management
(Health Records Administration)

Program code: B139
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Minimum of one Grade 11 or 12 science, one Grade 12 mathematics and one Grade 12 English.

ABOUT THE PROGRAM
This two-year diploma program focuses on various aspects of the health record administrator's role. It prepares you to organize and manage health information services and to work with management and medical staff in the health care delivery system.

Bio-medical sciences provide you with background knowledge of the information you will encounter professionally. Management and information sciences are included to allow you to develop skills for dealing with people in an organizational setting and for interpreting data for a variety of users. Classroom instruction is augmented by clinical experience in all four semesters. Graduates write the national exam of the Canadian College of Health Records Administrators.

CAREER PROSPECTS
A patient entering a health care delivery system has a record initiated upon admission for treatment. The record contains a multitude of data including personal, diagnostic and treatment details, as well as discharge information. Thousands upon thousands of these records are created each year. Your job as a health record administrator is to manage the system and the people who create, maintain, store, retrieve and interpret the data on these records for a variety of purposes. As a manager you must possess a variety of analytical, decision-making, interpersonal and communication skills.

Today, employment is not restricted to hospitals. You will also find opportunities with insurance companies, workers' compensation boards, computer companies, government, acute care or long-term care facilities, psychiatric hospitals and other related health care agencies.

SEMESTER 1

ANAT1006	Anatomy and Physiology I
PATH1001	Pathophysiology I
COMM1007	College English
RECM1005	Health Information Management – Lab I
RECM1001	Health Information Management – Theory I
COMP1082	Computer Skills and Applications

SEMESTER 2

ANAT1013	Anatomy and Physiology/Genetics II
PATH1005	Pathophysiology II
STAT1001	Statistical Methods and Research
RECM1003	Health Information Management – Theory II
RECM1006	Health Information Management – Lab II
MGMT1011	Management Theory I
COMP1007	Spreadsheet Applications

SEMESTER 3

LAW2008	Health Care Law
PSY1045	Organizational Psychology I
RECM2002	Health Information Management – Theory III
RECM2006	Health Information Management – Lab III
STAT2001	Statistical Methods with Applications in Health Records I
EPID2001	Introduction to Epidemiology

SEMESTER 4

RECM1007	Health Systems Data Analysis
PSY2010	Organizational Psychology II
RECM2004	Health Information Management – Theory IV
RECM2008	Health Information Management – Lab IV
STAT2006	Hospital Statistical II
STAT2002	Management of Medical Statistics (Biostatistics)
GNED	General Education Elective
PROP2003	Clinical Extension (3 weeks – 35 hours/week)

For more information, call Heather Donovan at (416) 415-2134 between 10 a.m. and 3 p.m. or the Faculty of Business & Creative Arts at (416) 415-2160.

GRADUATE *Profile*

Elizabeth Thompson
Health Records Administration '96
Health Records Technician
Sunnybrook Health Science Centre

The Health Records program prepared me very well. I found a job less than a month after graduating. And I loved my time at George Brown. The teachers were just fabulous. They always told us we could come to them any time we wanted and we did. They were always willing to help. As a class, we became really close and we still help each other out, letting each other know about jobs and opportunities that come up.

I entered George Brown in September after graduating from university in June. And although it really helped me as a person, I didn't feel that I had any skills when I came out of university. But after George Brown, I knew how to work in a health records department – how they operated; the basic policies and procedures – and I knew I could go in and do the job.

Human Resources Management

Program code: B119
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

SELECTION PROCEDURES
If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM
You will gain a solid foundation for your career in human resources management to handle the challenges of recruiting, training and maintaining a productive work force. You will learn about administration, economics, organizational behaviour, labour, planning, diversity, health and safety, recruitment, selection and training.

After completing the Human Resources Management program, you will be eligible to write the exams for your Certified Human Resources Management (CHRM) designation.

Our advisory committee consists of industry leaders who advise us on the design and delivery of the program. The Human Resources Professionals Association of Ontario (HRPAO) is also represented on our advisory committee.

Your participation in the HRPAO and external conferences will provide you with excellent networking opportunities for the work placement offered in the second year.

CAREER PROSPECTS
As a graduate, you may begin working in any of the following areas: recruitment, compensation and benefits, training and development, human rights, health and safety, human resources information systems, and human resources general management in a wide variety of organizations. These entry-level positions in human resources can lead you to a management position or starting your own consulting business.

SEMESTER 1

ACCT1001	Introduction to Accounting I
MATH1021	Mathematics of Finance
ECON1003	Introduction to Economics
HRM1001	Human Resources Administration
COMM1007	College English

SEMESTER 2

ACCT1011	Accounting for Decision Making
COMP1082	Computer Skills and Applications
ECON1006	Labour Economics
PSY1045	Organizational Psychology I
COMM1034	Professional Communications I
HRM2003	Recruitment and Selection
GNED1003	General Education Foundation

SEMESTER 3

LAW1006	Employment and Human Rights Law
HRM2001	Compensation and Benefits (Pay Equity)
HRM2002	Staff Training and Development
SOC2006	Social History and Organized Labour in Canada
STAT1010	Quantitative Methods I
ELECT000	Elective

SEMESTER 4

HSAF1001	Workplace Health and Safety
HRM2004	Human Resources Information Systems
HRM2005	Human Resources Planning: A Co-operative Task
HRM2006	Managing Change
HRM2007	Collective Agreements: Negotiation and Administration
HRM2008	Employment Equity
HRM201S	Work Placement

For more information, call (416) 415-2276 between 10 a.m. and 4 p.m. or the Faculty of Business & Creative Arts at (416) 415-2160.

GRADUATE *Profile*

Geoff Webb
Human Resources Management '96
Staffing Consultant
Ian Martin Information Technology Inc.

The program is excellent, especially for covering the basics that anyone getting into human resources needs to know. The professors are excellent as well, bringing real world experience and up-to-date information to the program.

I did my work placement with Canadian Tire and they hired me after I graduated, but six months ago I moved to the agency side of things – we're a third party recruiting company that hires information technology professionals for our various clients.

This is a great job. It's the first one I've had where I really look forward to going to work every morning.

International Trade

Post Diploma

Program code: B401
St. James Campus
30 weeks (2 semesters)

Starting: September
Certification: Certificate
Work Placement Internship

Apply to OCAS

PREREQUISITES

University degree or college diploma and two years of business, technical or professional experience.

SELECTION PROCEDURES

Please submit your résumé and a brief description of your reasons for applying to this program along with your application.

Qualified applicants will be invited for an interview. The selection process will be completed by June 30, 1998. All applications received after this date will be processed on a first-come, first-served basis.

ABOUT THE PROGRAM

To work in key world markets such as NAFTA, the European Union, Latin America and Southeast Asia, you must be proficient and professional in dealing with products, services, time lines, quality control and customer service on an international or multinational level. This unique and highly specialized program will give you the solid foundation you will need to succeed in the international marketplace.

From an international trade perspective, you will study banking and finance, communications, market cultures, business and strategic planning, and more. Work experience is an integral part of this program. Each semester you will complete approximately 150 hours of practical work experience related to your career goals.

CAREER PROSPECTS

In this rapidly growing field, you may find entry-level positions with customs brokers, freight forwarders, consulting or service organizations, working in international marketing and sales, finance, logistics, project management, purchasing, traffic and transportation, customer service/relations and promotion of industrial products and consumer goods. You may also choose to start your own consulting business.

SEMESTER 1

IT4001	Introduction to International Marketing
IT4002	International Banking and Finance
DIST4001	International Communications
IT400S	International Market Cultures
IT4016	International Small Business Operations
IT4008	International Logistics

SEMESTER 2

IT4009	International Trade Law
IT4010	International Negotiation, Bids and Purchases
IT4011	International Business and Strategic Planning
IT4012	International Customer Relations
IT4014	Customs Procedures
COMP4002	Computer Presentations

For more information, call (416) 415-2134 between 10 a.m. and 4 p.m. or the Faculty of Business & Creative Arts at (416) 415-2160.

Office Administration

Medical

Program code: B102
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English. Keyboarding is strongly recommended.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in this program, the following selection procedures will apply: Applicants must attend an orientation session and complete a written questionnaire to assess communication skills and knowledge of key functional areas of business. Selection will be based on results of the questionnaire and the applicant's academic standing.

ABOUT THE PROGRAM

This two-year medical office program gives you the opportunity to develop the skills, abilities and knowledge needed in today's dynamic medical offices. Practical skills, including word processing, medical terminology, medical transcription and medical office procedures are combined with important human relations and verbal and written communications skills as essential components for a job in this field. The role of modern technology in the office in terms of information processing systems is also stressed.

In the final semester you will have the opportunity to practise your new skills and make important contacts during a two-week placement in a health care facility.

CAREER PROSPECTS

You will find a wide range of employment opportunities open to you in doctors' offices, clinics, pharmaceutical companies, government agencies and hospitals. Graduates find employment as medical receptionists, physicians' secretaries, hospital ward clerks or medical transcriptionists. With more work experience some may become supervisors or senior-level administrators.

SEMESTER 1

BUS1021	Medical Terminology I
MATH1030	Business Mathematics
GNED1003	General Education Foundation
ENGL1013	Essential English Grammar
BUS1012	Document Processing

SEMESTER 2

COMM1007	College English
OP1001	Medical Office Practice I
BUS1018	Machine Transcription
BUS2009	Medical Terminology II
ELECT000	Elective
COMP1040	Word Processing

SEMESTER 3

BUS2010	Medical Terminology III
RECM1008	Records Management
COMP1045	Medical Word Processing/ Machine Transcription I
OP2007	Medical Office Practice II
ELECT000	Elective
COMM1034	Professional Communications I

SEMESTER 4

COMP2036	Medical Word Processing/ Machine Transcription II
OP2008	Medical Office Procedures III
COMM1035	Professional Communications II
LIBA1018	Living With Dying
ACCT1014	Introductory Accounting

For more information, call (416) 415-2134 between 10 a.m. and 3 p.m. or the Faculty of Business & Creative Arts at (416) 415-2160.

GRADUATE *Profile*

I love what I do – the interaction with patients and knowing we're providing a service. I see the look on the children's faces when they can hear for the first time. They're so happy.

I've heard it said in this department that the George Brown students are very well trained. I think it's true. I feel comfortable enough to do a variety of tasks because George Brown trained me well.

The teachers used their experience in the field to prepare us, so our education went beyond the textbooks. They told us what it's really like in the field and now I know that they were accurate. That's what helped the most. The teachers really care about the students.

Debbie Andrade
Office Administration – Medical '95
Medical Administrator/Audiology Hospital for Sick Children

Small Business Program

Program code: B402
St. James Campus
30 weeks (2 semesters)

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics.

ABOUT THE PROGRAM

Across the province, the number of new, small-venture start-ups is rising. In fact, ninety per cent of all new jobs are created by small business. But for a small business to succeed, it takes more than a good idea. This unique program will help you build the solid foundation you need to launch and maintain a business that turns a profit.

You will study market research, legal forms of business ownership, financial statements, site/location analyses, payroll, hiring and training employees, and more.

The goal of the program is to assist you in developing your own comprehensive business plan – ready to present to potential investors.

A flexible delivery format will provide you with many opportunities to develop your entrepreneurial skills.

This program is unique in Metro Toronto.

CAREER PROSPECTS

You may already own a small- or medium-sized business; you may be ready to join the family business and contribute to its development; or you may be in the early stages of launching a whole new venture. Whatever your situation, this program will provide you with the skills, information and plan to make it all work.

SEMESTER 1

LAW4001	Canadian Business Law
MARK4002	Sales Promotion/Direct Marketing
COMP4003	Computer Skills and Applications
BUS4008	Small Business Planning and Operation
ACCT4002	Accounting Fundamentals I
DIST1002	Introduction to Distribution Management

SEMESTER 2

COMP4002	Computer Presentations
ACCT4003	Accounting Fundamentals II
BUS4010	The Business Plan
BUS4011	International Entrepreneurship
BUS4012	Presentation Skills
ELECT000	Elective

For more information, call (416) 415-2134 or the Faculty of Business & Creative Arts at (416) 415-2160.

Sport and Event Marketing

Post Diploma

Program code: B400
St. James Campus
30 weeks (2 semesters)

Starting: September
Certification: Certificate
Work Placement Internship

Apply to OCAS

PREREQUISITES

University degree or college diploma in marketing and a demonstrated interest in the sports industry and/or event management. This should include work experience in sports marketing and a minimum of 150 hours of any relevant work in the sports or marketing industry. Applicants must have at least one year's full-time marketing experience and a post-secondary introductory marketing credit with a minimum grade of B to be considered for admission.

SELECTION PROCEDURES

Qualified applicants will be invited to an interview. Please apply early, as the selection process will be completed by June 30. All applications after this date will be processed on a first-come, first-served basis.

RECOMMENDED BACKGROUND

Some computer literacy and courses in introductory accounting and finance are recommended. George Brown College offers selected evening and part-time courses in Sports Marketing and Event Marketing. It is strongly recommended that one of these courses be successfully completed prior to enrolling in the program. In addition, courses in Marketing Management are also offered. Call (416) 415-2276 for further information.

ABOUT THE PROGRAM

If you enjoy marketing, sports, arts and cultural events and would like to work in those fields, this intensive 30-week post-diploma program is for you. The program will prepare you for the dynamic world of organizing and marketing sports and special events. This requires a great deal of market research and analysis, creative strategy and planning, execution and follow-up.

In the program, you will examine the latest research models and planning tools and gain fundamental marketing skills. In addition, you will study business communications, marketing-based computer applications and financial management.

You will acquire over 300 hours of practical experience through a work experience. The program makes extensive use of guest speakers, case studies, role playing, practical projects and simulations requiring analytical decision making.

This program is unique in Canada.

CAREER PROSPECTS

The possibilities are endless. You may work as an account executive or event and promotions co-ordinator for an event marketing agency, sporting goods manufacturer, retailer, professional and/or amateur team or association, or commercial sports facility. Later, you may progress into a management position, start your own agency or set up a free-lance operation.

SEMESTER 1

COMM4002	Written Communications for Sport Marketing
SPMK4002	Sport and Event Marketing Management
COMP4001	Microcomputer Applications for Marketing
SPMK4003	Sport and Event Planning and Management I
COMM4005	Applied Interpersonal Skills
SPMK4004	Sport and Event Marketing Practicum I

SEMESTER 2

SPMK4005	Media Applications in Sport
SPMK4006	Licensing and Merchandising Sport Products
ACCT4001	Financial Management for Sport and Event Marketing
SPMK4007	Sport and Event Planning and Management II
SPMK4001	Applications in Sport and Event Marketing
SPMK4008	Sport and Event Marketing Practicum II

For more information, call (416) 415-2276 between 9 a.m. and 4 p.m. or the Faculty of Business & Creative Arts at (416) 415-2160.

Furniture Upholstery
Repair

Program code: F502
Casa Loma Campus
2 semesters

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7). Good English comprehension.

SELECTION PROCEDURES
Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM
This program is oriented towards smaller custom shops, where the focus is on entrepreneurship, flexibility and quality. This program prepares students to repair and recondition furniture as well as to build from a new frame. Students learn such skills as springing, webbing, padding, cutting, sewing and covering.

The goal of the program is to build confidence and professional capability within the upholstery field. This is accomplished through the practical application of basic upholstery methods and the development of individual expression and creativity.

This program is unique in Metro Toronto.

CAREER PROSPECTS
Graduates find employment as production-line employees such as upholsterers, cutters, sewers, springers, seat makers, arm makers, back makers, cushion fillers and estimators.

There is also opportunity to expand one's career to small businesses and individual entrepreneurship.

Related careers include interior decorator, workroom assistant, repair employee, estimator, furniture salesperson, purchasing assistant and repair supervisor.

As the new employee gains experience, advancement to custom work and design is possible. Custom upholsterers and sample makers are in high demand, though much experience is required for these positions.

SEMESTER 1

FURN5015	Upholstering, Springing, Cutting and Sewing I
MATH5017	Mathematics
FURN5001	Upholstery Theory
FURN5016	Wood Finishing
FURN5014	Production Management

SEMESTER 2

FURN5017	Upholstering, Springing, Cutting and Sewing II
COMM5040	Language and Communications
GNED1003	General Education Foundation

For more information, call the Creative Technologies and Artisanship office at (416) 415-4840 between 8:30 a.m. and 4 p.m.

Furniture
Woodworking and Finishing

Program code: F501
Casa Loma Campus
2 semesters

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7). Good English comprehension.

SELECTION PROCEDURES
Qualified applicants must attend an orientation session and be tested for or provide evidence of manual dexterity.

ABOUT THE PROGRAM
This program focuses on custom cabinetmaking rather than on mass production work. The furniture industry is engaged in not only the production of furniture for home use, but construction of fixtures, cabinets, racks and industrial equipment for retailers, manufacturers, service agencies and others. Industry tradespeople must be familiar with cabinetmaking and finishing. The program focuses on these skills as well as on refinishing techniques for both new and old furniture. While manual skills are emphasized, the course content includes many aspects of production management and mathematics to enable the student to deal successfully with a variety of employment situations. Students gain experience in a wide range of hand and power tools. The history of furniture and the theory of basic furniture design are also explored.

Under the direction of experienced professionals, students are equipped to work in a variety of furniture companies, from small custom shops to larger manufacturers. Successful candidates will exhibit positive attitudes and self-motivation.

This program is unique in Metro Toronto.

CAREER PROSPECTS
Positions available to graduates include cabinet maker, finisher and refinisher, furniture restorer/touch-up, furniture builder, specialty woodworker, exhibition display builder, warehouse furniture repairer, interior decorator assistant, parts assembler and purchasing assistant.

Types of companies: small custom shops, large manufacturers, retail stores and individual entrepreneurs.

ADVANCED STANDING
Students who successfully complete this program may qualify for some exemptions in the second year of the Furniture Technician Production and Design program.

SEMESTER 1

FURN5005	Finishing I
FURN5012	Woodworking I
FURN5011	Woodworking Theory
FURN5003	Technical Drawing I
FURN5014	Production Management
MATH5017	Mathematics

SEMESTER 2

GNED5001	General Education Foundation
FURN5013	Woodworking II
FURN5006	Finishing II
FURN5009	Furniture Design
FURN5008	Technical Drawing II
COMM5040	Language and Communications

For more information, call the Creative Technologies and Artisanship office at (416) 415-4840 between 8:30 a.m. and 4 p.m.

Furniture Technician

Production and Design

Program code: F103
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Experience in drafting, woodworking, finishing or upholstery is an asset.

SELECTION PROCEDURES

Qualified applicants must attend an orientation session.

ABOUT THE PROGRAM

This program gives students exposure to a broad scope of areas within the furniture trade, including upholstery, woodworking and finishing. One-third of the furniture and upholstery industries in Canada are located in the Metro Toronto area. Skilled men and women are in constant demand to fill a wide variety of career-oriented positions in the industry.

The furniture industry is engaged in the production and distribution of furniture for home use and the construction and sale of fixtures, cabinets, racks and industrial equipment for use by manufacturers, retailers, schools, hospitals and transportation groups.

In the first year, the program concentrates on the three main skills in furniture manufacturing: cabinet-making, finishing and upholstering. Subjects covered include construction, design, factory organization and costing. Students work with a variety of materials including fabrics, woods and plastics. They are encouraged to work in the industry in the summer, in preparation for specialization in upholstery or wood during the second year.

This program is unique in Metro Toronto.

CAREER PROSPECTS

There is an ever-increasing need for skilled tradespeople in all areas of furniture design and production. Graduates work as cabinetmakers, upholsterers and re-upholsterers, estimators, production supervisors, production-line employees, furniture refinishers, furniture salespersons, furniture merchandise managers, consultants, display equipment specialists, interior decorator advisors or office furniture specialists.

Types of industries: custom shops, large furniture manufacturers, retail stores, office equipment companies, furniture restoration companies, specialty shops.

OPTIONS

Woodworking and upholstery.

Semesters 1 and 2 are common to all students in this program. In semesters 3 and 4, students specialize by choosing one of two options.

SEMESTER 1

FURN1006	Cabinetmaking and Wood Machining I
FURN1007	Woodworking Theory and Materials I
FURN1001	Upholstery I
FURN1008	Upholstery Theory and Materials I
FURN1012	Furniture Finishing I
FURN1003	Technical Drawing I
MATH1040	Mathematics
GNED1003	General Education Foundation

SEMESTER 2

FURN1019	Upholstery II
FURN1020	Upholstery Theory and Materials II
FURN1022	Cabinet Making and Wood Machining II
FURN1021	Woodworking Theory and Materials II
FURN1014	Furniture Finishing II
FURN1016	Technical Drawing II
GNED	General Education Elective

SEMESTER 3

Option 1 – Woodworking
Option 2 – Upholstery

FURN2007	Furniture Design
COMM1007	College English
FURN2013	Technical Drawing IV
FURN2003	Wood Finishing I
FURN2010	Cabinet Making and Wood Machining II (with Option 1)
FURN2011	Upholstery II (with Option 2)
BUS1025	Business Plan and Operation

SEMESTER 4

GNED	General Education Elective
FURN	Principles and Elements of Design (with Option 2)
FURN2012	Upholstery III (with Option 2)
FURN2015	Cabinet Making and Wood Machining III (with Option 1)
FURN2001	Technical Drawing (Computer Assisted)
FURN2014	Wood Finishing II (with Option 1)

For more information, call the Creative Technologies and Artisanship office at (416) 415-4840 between 8:30 a.m. and 4 p.m.

Gemmology

Program code: F105
Casa Loma Campus
2 semesters

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM

Excellent teachers with a solid foundation in the gemmology field have contributed to the success of students in this program. They learn to analyze and classify a large number of gem materials, both natural and artificially created. The study consists of analyzing chemical and physical characteristics of gem and gem-like materials and identifying different gems. The gem materials are classified according to their desirable characteristics into categories, which eventually determine the value of the gems. To accomplish the identification and classification, students use a number of specially designed instruments, such as microscopes, spectroscopes, refractometers, polariscopes and others. People who are colour-blind will have great difficulty with this program.

This program is unique in Metro Toronto.

CAREER PROSPECTS

Graduates from this program find employment in jewellery enterprises on wholesale and retail levels. With some additional training and experience in the jewellery industry, some become jewellery appraisers. The program combines the best features of both the British and American certification programs. Graduates may write the Canadian Gemmological Association (FCGmA) exams and the British (FGA) exams to obtain internationally recognized professional designations.

SEMESTER 1

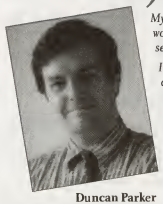
JEWL1005	Gemmology I
CHEM1007	Chemistry
JEWL1006	Gemstone Rendering
PHY1007	Physics
GNED1003	General Education Foundation

SEMESTER 2

JEWL1012	Gemmology II
JEWL1007	Metal Testing and Identification
JEWL1008	Diamond Grading and Evaluation
GNED	General Education Elective

For more information, call Creative Technologies and Artisanship at (416) 415-4840 between 8:30 a.m. and 4 p.m.

GRADUATE *Profile*



Duncan Parker
Gemmology '89
Gemmologist/Appraiser
Harold Weinstein Ltd., Toronto

My job primarily consists of appraising jewellery and diamond grading. Occasionally I work with police forces and Canada Customs on frauds, stolen goods and customs seizures. I have also served as an expert witness in court.

I think the Gemmology program at George Brown is probably the most comprehensive course of its kind anywhere. It has a broad-ranging curriculum, a good collection of stones and all the necessary instruments. I don't think I could have found a program to better prepare me for the field. When I graduated I went to Australia and got a job based on my George Brown training. At the interview, when the employer gave me a handful of unknown stones and the necessary instruments, I was able to satisfy him as to my skills by identifying the gems.

The study of gems is a real passion of mine. I've had an interest in precious stones since I was very small. Now I teach the subject at George Brown at night. I enjoy teaching – seeing the students develop and sharing some of the knowledge I've accumulated. It's a charge passing on what you know.

Jewellery Arts

Program code: F101
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES
Ontario Secondary School Diploma (with credits in Grade 11 and 12 at or above general level) or equivalent, or mature student status (see page 7).

SELECTION PROCEDURES
Applicants are selected on the basis of an art portfolio review with faculty, an interview and the completion of a questionnaire.

BACKGROUND
Good eyesight (corrected vision is accepted), a high degree of manual dexterity, mechanical inclination, patience, initiative and artistic sense are the qualities necessary for a person to succeed in this field. General high-school art courses are recommended.

ABOUT THE PROGRAM
The focus of this program is on technical skills and practical jewellery-making techniques. Students learn all the various aspects of jewellery making. The emphasis throughout the program is on various jewellery-making techniques in the manufacture and custom design of jewellery items. Students design their own course projects and develop them into jewellery items by using precious metals and jewels.

This program is unique in Metro Toronto.

CAREER PROSPECTS
Graduates find employment in custom studios, jewellery stores or they create their own employment.

ADVANCED STANDING
Students who successfully complete this program may be eligible for exemptions from some credits in the Bachelor of Arts program in jewellery arts at the Nova Scotia College of Art and Design.

Semesters 1, 2, 3 and 4 are common to all students in this program. In semesters 5 and 6, students specialize by choosing one of three options.

SEMESTER 1

JEWL1013	Goldsmithing
JEWL1005	Gemmology I
JEWL1001	Design I
FASH1018	Enamelling I
JEWL1016	Theory of Goldsmithing I
GNED1003	General Education Foundation

SEMESTER 2

JEWL1012	Gemmology II
JEWL1019	Metal Finishing
JEWL1002	Design II
JEWL1018	Theory of Goldsmithing II
JEWL1004	Enamelling II
JEWL1030	Goldsmithing II

SEMESTER 3

JEWL2003	Gemmology III
JEWL2001	Design III
JEWL2007	Jewellery Repairs
JEWL2014	Goldsmithing III
JEWL2009	Theory of Goldsmithing III
JEWL2006	Gem Setting I
GNED	General Education Elective

SEMESTER 4

JEWL2005	Gemmology IV
JEWL2002	Design IV
JEWL2008	Jewellery Repairs
JEWL2015	Goldsmithing IV
JEWL2010	Theory of Goldsmithing IV
JEWL2011	Gem Setting II
GNED	General Education Elective

SEMESTER 5

JEWL3003	Diamond Grading and Evaluation I
BUS1025	Business Plan and Operation
JEWL3009	Goldsmithing V
JEWL3014	Theory of Goldsmithing V
JEWL3001	Jewellery Design I
JEWL3007	Jewellery Repairs I

SEMESTER 6

JEWL3005	Diamond Grading and Evaluation II
BUS1025	Business Plan and Operation
JEWL3020	Goldsmithing VI
JEWL3015	Theory of Goldsmithing VI
JEWL3008	Jewellery Repairs II
JEWL3002	Jewellery Design II

For more information, call
(416) 415-4462/4463
between 8 a.m. and 3 p.m.

Jewellery Repairs

Program code: F109
Casa Loma Campus
2 semesters
Apply to OCAS

Starting: September
Certification: Certificate

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

SELECTION PROCEDURES
All applicants must be interviewed by one of the staff of the Jewellery Arts Department.

BACKGROUND
Good eyesight (corrected vision is acceptable) and good mechanical abilities are essential.

ABOUT THE PROGRAM
This program emphasizes skills. The jewellery repair craftsperson must be skilled in working with precious and semi-precious metals to shape pieces by hand, and to solder, grind, polish and finish the surface of the ornament to the same high standards that were demanded for the original production.

The program is organized so that students progress from simple to more complex repairs, as their skills improve with practice. Among the repairs performed are ring sizing, re-tipping, replacement of claws, replacement of settings, chain soldering, replacement of various fittings and findings and many other repairs that are performed daily in the industry. Students also study gemmology, small business management and jewellery design so that they are able to restore missing pieces and preserve the appearance of the original design, and to avoid costly mistakes.

Note: This program does not include watch repair.

This **program is unique in Metro Toronto.**

CAREER PROSPECTS
Jewellery repair specialists are in demand in many retail jewellery operations, large jewellery repair departments and in some wholesale establishments. Many graduates establish their own businesses.

SEMESTER 1

JEWL4010	Jewellery Repairs – Practical
BUS4010	The Business Plan
JEWL4007	Jewellery Repair Theory I
JEWL4001	Design I
JEWL4013	Introduction to Gemmology I
GNED4003	General Education Foundation

SEMESTER 2

JEWL4012	Jewellery Repair
JEWL4009	Theory of Specialty
JEWL4002	Design II
JEWL4014	Jewellery Repair Theory II
JEWL4015	Introduction to Gemmology II
GNED	General Education Elective

For more information,
call the Creative Technologies and Artisanship office at
(416) 415-4840
between 8:30 a.m. and 4 p.m.

Piano Technology

Program code: F108
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September 1998 (then alternate years)
Certification: Diploma

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). A basic knowledge of music theory.

SELECTION PROCEDURES
Candidates must successfully complete hearing and manual dexterity tests as well as attend an interview with the program co-ordinator.

ABOUT THE PROGRAM
Piano technicians are skilled in the repair, rebuilding and maintenance of pianos. Most often self-employed, working in or from a small workshop, they can rebuild, repair, voice and tune the pianos of any piano maker.

The program and practice of the craft is suitable for both men and women who typically start their private practice tuning pianos, advising clients on work required for the preservation and repair of their instruments, gradually building up a full practice.

This program is unique in Canada.

CAREER PROSPECTS
Graduates find employment as piano technologists, servicing instruments for performing musicians and private owners of instruments, and in such institutions as school boards, universities, schools of music and concert halls. Many are self-employed.

SEMESTER 1

PIAN1001	Tuning I
PIAN1002	Upright Rebuilding I
BLDG1015	Woodworking
COMM1007	College English
GNED1003	General Education Foundation

SEMESTER 2

PIAN1005	Tuning II
PIAN1006	Upright Rebuilding II
PIAN1003	Action Regulation – Repair I
BLDG1015	Woodworking
COMM1034	Professional Communications I
GNED	General Education Elective

SEMESTER 3

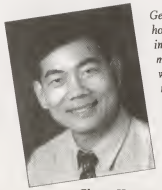
PIAN2001	Tuning III
PIAN2002	Action Regulation – Repair II
PIAN2003	Grand Piano Rebuilding
BUS1025	Business Plan and Operation

SEMESTER 4

PIAN2001	Tuning III
PIAN2002	Action Regulation – Repair II
PIAN2003	Grand Piano Rebuilding
ELECT110	Elective – General Education

For more information, call the program co-ordinator at (416) 415-4389 or the Creative Technologies and Artisanship office at (416) 415-4840.

GRADUATE *Profile*



Cheng Huang
Piano Technician '92
Self-Employed

George Brown gave me the skills I need to run my own business. It taught me how to build and maintain a customer base and how to communicate. That's important because I need good relationships with my customers so they trust me and refer me to their friends. If they don't understand how the piano works, I educate them. I explain the problem so that if they have to spend money, they know why.

The program was helpful, and it was also very interesting. My teachers had many years' experience. At the beginning we learned through hands-on experience – by taking a piano apart and putting it together again with new parts. We learned in detail and came to understand every aspect of the piano. We also learned the skills we needed to start our own business. Many of my former classmates are now self-employed.

Fashion Management

Program code: F102
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in business math and English, and good communication skills, are essential for success.

SELECTION PROCEDURES
Qualified applicants must attend an orientation session at the college.

ABOUT THE PROGRAM
The Fashion Management program focuses on what we call "the four Ms" – management, marketing, manufacturing and merchandising, particularly as they apply to the fashion industry in general and apparel specifically.

You will learn to develop, produce and market a product from initial concept through to retail sale. Through various courses, you will analyze and test garments in our textile lab, create private-label fashion lines on storyboards, examine and choose the most effective and efficient manufacturing process, and assess fundamental marketing and merchandising principles. You will also obtain first-hand experience in fashion merchandising by working in the student-operated fashion store on campus.

The structure of this program gives you the utmost flexibility in your choice of a career path. In addition, you will gain relevant industry knowledge through practical work experience after your first year of study. Placement may be in fashion manufacturing, distribution, retailing or any related marketing area.

CAREER PROSPECTS
Graduates find employment as product developers, production supervisors, quality control managers, costing analysts, time study engineers, purchasing agents, fashion buyers, merchandisers, store managers, distribution managers and consultants, in textile firms, with apparel manufacturers, designers, wholesalers, importers and retailers.

ADVANCED STANDING
Students who successfully complete this program with an established minimum grade are eligible for exemptions at many US universities that offer a Bachelor's degree in fashion management.

SEMESTER 1

FASH1006	Fashion Merchandising I
COMM1007	College English
MATH1026	Mathematics
FASH1046	Sewing Lab and Pattern Technology
GNED1003	General Education Foundation
FASH1030	Fabrics I
FASH1052	Apparel Manufacturing
FASH1007	Fashion Promotion
COMP1059	Computer I

SEMESTER 2

FASH1067	Fashion Internship
FASH1031	Fabric Analysis
QC1003	Quality Control
COMP1060	Computer II
FASH1008	Visual Merchandising
FASH2003	Fashion Buying
FASH104S	Practical Work Experience – 8 weeks
FASH1066	Apparel Sourcing
FASH1073	Apparel Construction
Choose one of the following electives:	
PSY1036	Interpersonal Psychology
BUS1001	Introduction to Canadian Business

SEMESTER 3

BUS1016	Production Scheduling
ACCT1015	Financial Accounting
FASH2004	Apparel Marketing
COMP2025	Computer Applications
BUS1008	Business Lab
PSY106S	Human Resources
MGMT2003	Production Management and Application
GNED	General Education Elective
FASH1068	Fashion Buying Simulation

SEMESTER 4

QC1001	Work Measurement
FASH2007	Garment Costing – Computer Based
FASH2008	Apparel Marketing – Advanced
ECON1003	Introduction to Economics (GNED)
MGMT2009	Fundamentals of Management
FASH203S	Apparel Systems
BUS200S	Business Lab II
FASH2048	Textile Lab
FASH2027	Textile Manufacturing

For more information, call the Fashion Technologies and Arts office at (416) 415-4840 between 8:30 a.m. and 4 p.m.

GRADUATE *Profile*

Punita Bansal
Fashion Management '97
Merchandise Assistant, Ladies Wear
Wal-Mart Canada Inc.

People had told me fashion was a difficult, competitive industry, that there were no jobs in it, and that I'd be better off spending two years studying computers or something like that, so I was surprised to have a couple of job offers after graduation.

The program gives you an overall perspective of the areas you need to know, from business and economics to buying, fashion and a little bit of sewing. Working for the campus fashion store, you go out and meet vendors, buy merchandise, plan advertising and promotion, and see what does and doesn't sell. It's small scale, but it's practical experience and that really helps.

Fashion Technology and Design

formerly Creative Fashion

Program code: F100
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in art, family studies, mathematics, illustration, sewing techniques and social sciences are desirable.

SELECTION PROCEDURES

Qualified applicants will be interviewed by faculty and, where possible, submit samples of sewing to assess the potential of each candidate. A pre-entrance orientation may also be administered.

ABOUT THE PROGRAM

This program provides students with a thorough foundation in the skills needed to design and produce a variety of garments. The program simulates as closely as possible the fashion industry's standards, practices and facilities. Students learn basic sewing and garment assembly skills and then progress to pattern making, pattern grading, garment construction and illustration. Elective computer courses give students the opportunity to design, make markers and draft patterns on computers using leading-edge technology. An annual fashion show highlights individual student designs and marketing ideas. Students are graded on their abilities, creativity and end results. Local and national design competitions and field trips in the industry allow students to pursue their fashion interests. Some scholarships and awards are presented each year.

CAREER PROSPECTS

Graduates can go on to careers as pattern makers and graders, designers and assistant designers, garment technology computer operators, assistant buyers, stylists, salespeople or store managers. Workplaces range from small specialty shops to large design houses and retail chains. Many graduates are entrepreneurs in their own businesses.

ADVANCED STANDING

Students who successfully complete this program with an established grade point average of 3.5 or higher may be eligible for exemptions in fashion design at Ryerson Polytechnic University.

SEMESTER 1

FASH1054	Introduction to Drafting and Design
FASH1055	Fundamental Pattern Drafting
FASH1056	Drafting Practicum I
FASH1057	Sewing Machine Operation
FASH1058	Elements of Construction I
FASH1059	Garment Construction I
FASH1030	Fabrics I
FASH1033	Technical Illustration
COMM1007	College English

SEMESTER 2

FASH1060	Torso Drafting I
FASH1061	Drafting Practicum II
FASH1062	Elements of Construction II
FASH1063	Garment Construction II
FASH1064	Design Room Procedures I
FASH1042	Grading Blocks
GNED1003	General Education Foundation
FASH1079	Torso Drafting II

SEMESTER 3

FASH2036	Intermediate Pattern Drafting
FASH2037	Torso Drafting III
FASH2038	Drafting Practicum III
FASH2039	Elements of Construction III
FASH2040	Garment Construction III
FASH2041	Garment Construction IV
FASH2050	Draping

Choose one of the following electives:

FASH1001	Computer Grading and Marker Making
FASH2034	Pattern Grading
FASH1080	History of 20th Century Fashion

SEMESTER 4

FASH2042	Advanced Jacket/Coat Drafting
FASH2043	Master Pattern Study
FASH2044	Drafting Practicum IV
FASH2045	Dress Style Development
FASH2046	Outerwear Style Development
FASH2047	Design Room Procedures II
GNED	General Education Elective

Choose one of the following electives:

FASH1002	Pattern Drafting System
FASH1014	Colour Analysis

For more information, call the Fashion Technologies and Arts office at (416) 415-4840 between 8:30 a.m. and 4 p.m.

Hairstyling Apprenticeship

George Brown's Hairstyling Apprenticeship program gives you an excellent preparation in hairstyling techniques, hair products and technology.

As a registered apprentice, you can become a day release student or you attend eight-week basic level session at the college, followed by an eight-week advanced level session. These are scheduled at prescribed intervals during your apprenticeship training period.

Apprenticeship requirement: Grade 9

Location: St. James Campus

For more information, call the Apprenticeship Branch of the Ministry of Education and Training at (416) 326-5800 or 1-800-387-5656, or see page 104.

Electronic Desktop Composition

Desktop Publishing

Program code: G504
St. James Campus
32 weeks

Starting: September and other possible dates
Certification: Certificate
Summer classes, depending on start date

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Credits in Grade 12 mathematics and English; keyboarding (20 wpm), knowledge of word processing and operating systems (DOS, Windows).

ABOUT THE PROGRAM

This technically-based program is longer and more comprehensive than most courses offered elsewhere. Students become familiar with both Macintosh and PC computers, and develop skills for adapting to and integrating the two systems. They learn electronic page assembly, electronic paste-up and composition, and electronic prepress functions. The program also provides a general computer applications base, enabling students to comprehend and utilize peripheral techniques and software such as computer typesetting, computer graphics, word processing, database management and spreadsheet analysis.

This program is unique in Ontario.

CAREER PROSPECTS

Graduates will meet the requirements for entry-level positions in companies using desktop technology: in-plant and corporate publishing environments, traditional computer typesetting shops, instant print shops and, to some degree, graphic design studios.

NOTE:

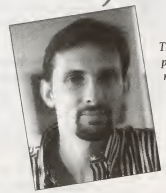
From time to time, Human Resources Development Canada purchases seats in this program, reducing the number of seats open to fee-paying students.

COURSES

COMPS086	Introduction to QuarkXPress
COMPS090	Computer Literacy for Desktop Publishing
COMPS072	Typography Terms and Concepts
COMPS075	PageMaker with Corel Draw
COMPS096	Page Layout and Design for Desktop Publishing (QuarkXPress)
COMPS278	Introduction to Web Page Design
COMPS083	Introduction to Printing Processes
CAMS005	Prepress I
COMPS097	Adobe Illustrator for Graphic Production
COMPS098	Adobe Photoshop for Graphic Production
COMMS020	College English
GNEDS001	General Education Foundation

For more information, call John Ward at (416) 415-2021 or the Graphic Communications office at (416) 415-2012 between 8:30 a.m. and 4:30 p.m.

GRADUATE *Profile*



The program provided us with training in a variety of software programs. It gave me enough background to apply for the job I'm in now. We were introduced to the software programs used by industry and we were taught on both Mac and PC systems. The fact that we used both was very helpful when it came time to apply for jobs. When I graduated, I applied for two positions, one required Mac training and the other PC.

I'm pleased with George Brown. In fact, now I'm continuing my education with night classes in Technical Writing. It's a good way to keep up with current ideas and trends.

John Cottenden
Electronic Desktop Composition '94
Page Production/Design
Fuel Inc.
A Division of Creatronics Inc.

Electronic Prepress and Image Assembly

Program code: G105
St. James Campus
1 year (2 semesters)

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) with Grade 12 mathematics and English, or mature student status (see page 7), with 80 per cent in math and English on functional-level test or equivalent. Drafting techniques, mechanical aptitude and creative interests are all very useful.

ABOUT THE PROGRAM

Just about everything you read – newspapers, magazines, posters, ads and books – goes through an intricate printing process that brings it from the computer to the final printed piece. Print co-ordinators have high expectations, demanding materials that have clear, readable type and pictures that are true-to-life, often on extremely tight deadlines. To make it all work, this field requires highly skilled, detail-oriented people who work well in a fast-paced environment.

This program teaches you how to manipulate photographs and graphics, and combine images and text using related computer hardware and software programs. You also learn fundamental prepress concepts about cameras, contacting, scanning, film stripping, proofing and plate making.

This program is unique in Ontario.

CAREER PROSPECTS

Graduates are ready to become key members of a graphic arts team and will meet the requirements for entry-level positions in electronic image assembly printing environments in commercial sectors, publication printing and film/colour separation studios.

SEMESTER 1

CAM1005	Prepress I
PSP1005	Electronic Prepress I
CAM2003	Colour Separation – Scanner I
COMP1018	Introduction to Desktop Publishing
COMM1007	College English
MATH1018	Mathematics
GNED1003	General Education Foundation

SEMESTER 2

CAM1006	Colour Separation – Scanner II
PSP2003	Electronic Prepress II
CAM1008	Electronic Image Assembly – Colour
COMP1013	Introduction to Printing Processes
GNED	General Education Elective

For more information,
call Bill Kidd at
(416) 415-2017
or the Graphic Communications
office at
(416) 415-2012
between 8:30 a.m. and 4:30 p.m.

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- organizing and presenting information on the Web
- planning and producing digital video projects
- maintaining and managing Web sites effectively
- dealing with different network platforms and standards.

For more information and a brochure, contact
the Graphic Arts Department at
(416) 415-2143
e-mail: lsuokas@gbrownc.on.ca

Graphic Design

Program code: G102
St. James Campus
3 years (6 semesters)

Starting: September and January
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

SELECTION PROCEDURES

Applicants must submit a portfolio of 10 art samples, have a background with credits in art and complete an art test. Please call (416) 415-2137 to make an appointment or to obtain more information.

ABOUT THE PROGRAM

The Graphic Design diploma program was designed to meet the industry's needs in Toronto and other major markets. It develops students' skills and abilities to the highest level of competence in the fields of graphic design and advertising design. It is the largest career-oriented graphic design program in Canada.

Courses are constantly reviewed to give students the advantage of being up-to-date with the fast-changing design industry. In the third year, students hone their skills and learn to produce high-quality artwork. They develop a solid understanding of art studio operations and the many relationships and functions in the industry. Students get first-hand information through field trips to specific businesses and personal contact with management and working professionals. The field work program gives students greater insight into the various work environments within the industry. Emphasis is on creating a highly professional portfolio.

CAREER PROSPECTS

Upon graduation, students are prepared to begin careers as junior designers, which lead to professional status in the graphic design industry. Graduates obtain positions in advertising agencies, graphic design studios, art studios, packaging companies, major retail organizations, publishing companies, film production studios, printing companies, computer graphics and desktop publishing companies, and with corporations that operate in-house art and advertising departments. Metropolitan Toronto is Canada's largest centre for graphic arts and offers more opportunities in advertising design and graphic design than any other region in Canada.

SEMESTER 1

ART1002	Colour Theory I
ART1007	Fundamentals of Drawing I
ART1009	Illustration Fundamentals I
TYPO1003	Typography I
DESN1002	Design/Advertising Fundamentals I
GNED1003	General Education Foundation

SEMESTER 2

PRDP1002	Production Fundamentals
ART1010	Fundamentals of Drawing II
ART1012	Illustration Fundamentals II
TYPO1005	Typography II
DESN1007	Design/Advertising Fundamentals II
COMM1007	College English
GNED	General Education Elective

SEMESTER 3

ART2001	Illustration I
COMP1053	Computer I
PRDP2001	Production I
MARK2002	Advertising I
DESN2004	Design I
COMM1034	Professional Communications
GNED	General Education Elective

SEMESTER 4

COMP2026	Computer II
ART2002	Illustration II
ART2001	Colour Theory II
MARK2003	Advertising II
DESN2005	Design II
DESN1013	History of Art

SEMESTER 5

In semesters 5 and 6, students have the option of pursuing either Graphic Design or Advertising Design.

COPY3001	Creative Copywriting I
COMP3026	Computer III
ILLS3001	Drawing and Illustration I
DESN1014	History of Design
DESN3007	Digital Design I
ADVERTISING DESIGN (Option 1)	
MARK3001	Corporate Image Advertising I
MARK3002	Advertising III
GRAPHIC DESIGN (Option 2)	
DESN3003	2D Design I
DESN3004	3D Design I/Corporate Identity

SEMESTER 6

COPY3002	Creative Copywriting II
COMP3018	Computer IV
GRAF3002	Portfolio
ILLS3002	Drawing and Illustration II
DESN3008	Digital Design II
ADVERTISING DESIGN (Option 1)	
MARK3003	Corporate Image Advertising II
MARK3004	Advertising IV
GRAPHIC DESIGN (Option 2)	
DESN3005	2D Design II
DESN3006	3D Design II/Corporate Identity

For more information, call the
Graphic Communications office at
(416) 415-2137.

Printing Technician

Program code: G100
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics. Students entering Semester 1 must either type 20 wpm or take a keyboarding course.

SELECTION PROCEDURES

All applicants must attend an interview and tour of the Printing Technology Department and take a mechanical reasoning test and a colour vision test.

BACKGROUND

Any science, physics or chemistry background is recommended. Drafting techniques, mechanical aptitude, typing skills and creative interests are all useful in various areas of print technology.

ABOUT THE PROGRAM

George Brown is one of the few post-secondary institutions in Canada to offer web offset, narrow web flexography and electronic prepress. The printing industry is one of the largest employers in the greater Toronto area. More than 50 per cent of the printing in Canada is generated in southern Ontario.

The Printing Technology Department has various types of presses, desktop publishing equipment, process cameras, colour scanners, stripping, platemaking and bindery equipment. This two-year program includes extensive hands-on technical training in press work, desktop composition, camera/stripping, electronic prepress, scanning and binding.

This program is unique in Metro Toronto.

CAREER PROSPECTS

Printing technicians may find employment at the introductory level in traditional craft areas such as typographic composition (typesetting, layout, desktop publishing), prepress preparatory work (Mac operators, film imposition and plate making), press operation (in a supervised capacity tending offset or flexographic presses) or binding and finishing (operating computerized cutters and folders).

YEAR 1

COMP1010	Computer Literacy for Desktop Publishing
COMP1016	Type Assembly for Desktop Publishing
CAM1005	Prepress I
PSP1005	Electronic Prepress I
FLEX1002	Flexography I
LITH1001	Offset I
LITH1004	Offset III
BIND1001	Binding and Finishing
PRDP1001	Introduction to Printing Plant Processes
MATH1018	Mathematics (Semester 1)
COMM1007	College English (Semester 1)
GNED1003	General Education Foundation (Semester I)
MATH1019	Mathematics (Semester 2)
COMM1034	Professional Communications (Semester 2)
GNED	General Education Elective

YEAR 2

COMP2007	Introduction to Desktop Publishing
CAM2003	Colour Separation – Scanner I
PSP2003	Electronic Prepress II
FLEX2001	Flexography II
LITH2004	Web Offset I
LITH2002	Offset IV
BIND2001	Binding and Finishing II
GRAF2001	Field Placement
ENVR1004	Environmental Science I (Semester 4)
EST2004	Printing Estimating I (Semester 3)
QC2003	Quality Control (Semester 4)
EST2003	Printing Estimating II(Semester 4)
GNED	General Education Elective

For more information,
call Bill Kidd at
(416) 415-2017
or the Graphic Communications
office at
(416) 415-2012
between 8:30 a.m. and 4:30 p.m.

Printing Apprenticeships

George Brown offers apprenticeship training in three areas of the printing industry:

- Prepress – Basic, Intermediate and Advanced
- Press – Basic and Intermediate
- Binding and Finishing – Basic, Intermediate and Advanced

Apprenticeship requirement: Grade 10

Location: St. James Campus

For more information, call the Apprenticeship Branch of the Ministry of Education and Training at (416) 326-5800 or 1-800-387-5656, or see page 104.

Screen Printing

Program code: G500
St. James Campus
38 weeks

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Grade 10 (with credits at or above basic level) or equivalent, or mature student status (see page 7).

SELECTION PROCEDURES

All applicants must attend an orientation session and tour of the Screen Printing Department, take a mechanical reasoning test and pass a practical test of their visual perception skills and artistic ability. Please call (416) 415-2012 to make an appointment or to obtain more information.

ABOUT THE PROGRAM

George Brown's program puts emphasis on the technical aspects of screen printing and is the only commercial screen printing program in Canada. Screen printing is a rapidly growing segment of the specialized printing industry. Surfaces such as plastic, glass, metal, fabric, wood and paper in areas such as textiles, wallpapers, signs, advertising posters and printed circuits are all printed by this method. Students with artistic and mechanical aptitude do particularly well at this work.

This program is unique in Canada.

CAREER PROSPECTS

Graduates obtain positions as camera operators, stencil cutters, layout persons, ink formulators, press operators and finishers. Some graduates have obtained positions at the management level, while others have started their own small businesses.

SEMESTER 1

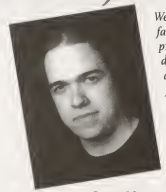
SP5001	Basic Mechanical Layout and Typography
SP5003	Basic Stencil Film Imposition
SP5004	Basic Manual and Mechanized Press Operation and Production
COMM5020	College English

SEMESTER 2

SP5002	Photomechanical Reproduction
SP5006	Advanced Film Imposition
SP5007	Intermediate Manual, Mechanized and Photomechanical Processing
SP5005	Advanced Manual and Mechanized Press Operation and Production
GNED5001	General Education Foundation

For more information,
call Jim Meikle at
(416) 415-2033
or the Graphic Communications
office at
(416) 415-2012
between 8:30 a.m. and 4:30 p.m.

GRADUATE *Profile*



We just hired a graduate from the Screen Printing program. I think the fact that he's from George Brown helped him get the job. I know that the program gave me the opportunity to learn and it gave me the means to demonstrate what I learned. That's how I got my first job – by showing a T-shirt design I did while in the program at a job interview. The fundamentals I learned there got me to where I am now.

I think the Screen Printing program offered me a very wide range of opportunities to pursue, then it opened doors and connected me to people in industry. It provided me with all the basics I need to play a major part in a growing and successful garment printer company.

Jason Morse
Screen Printing '91
Production Supervisor/Coordinator
Automatic Impressions

Sign Graphics

Program code: G104
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (at or above general level) or equivalent, or mature student status (see page 7). High school art credits or previous training in industry or art school are desirable.

SELECTION PROCEDURES

Applicants must attend an orientation session and will be selected on the basis of a practical test of their artistic and perceptual abilities. Manual dexterity and good eyesight (corrected vision is acceptable) are essential. Please call (416) 415-2137 to make an appointment or to obtain more information.

ABOUT THE PROGRAM

The design and production of signage and display involves both artistic and technical skills. The Sign Graphics program prepares graduates for careers in this varied and challenging field. In operation for over 20 years, ours is the most comprehensive program of its kind in Canada, and the only one in Ontario.

Creativity, design proficiency and the technical competence to produce work in a variety of media are developed throughout the four semesters. Traditional handcraft methods are combined with the leading-edge computer design/manufacturing processes employed in the industry. Course work is essentially "hands-on". It is a practical course, with most theoretical components embedded in actual production projects. There is an extensive computer design component.

This program is unique in Ontario.

CAREER PROSPECTS

Metro Toronto is the major centre for the sign industry and offers more employment opportunities in this field than anywhere else in Canada. Graduates obtain positions in major sign companies (both electrical and billboard advertising companies), traditional sign shops, advertising agencies, department store chains and the in-house sign departments of large corporations and government offices.

SEMESTER 1

GRAF1001	Layout I
TYPO1001	Lettering I
COMP1063	Computer Graphics I
DESN1005	Colour I
GNED1003	General Education Foundation
FNAR1001	Foundation Art

SEMESTER 2

GRAF1002	Layout II
TYPO1008	Lettering II
COMP1064	Computer Graphics II
DESN1015	Colour II

SEMESTER 3

SGNW2002	Sign Production I
SGNW2003	Computer Assisted Signmaking I
DESN2006	Design and Colour I
GNED	General Education Elective

SEMESTER 4

SGNW2004	Sign Production II
GRAF2001	Field Placement
DESN2007	Design and Colour II
SGNW2005	Computer Assisted Signmaking II

For more information,
call George Krisman at
(416) 415-2034
or the Graphic Communications
office at
(416) 415-2137
between 8 a.m. and 5 p.m.

Dance: Performance Foundation

Professional Apprenticeship Level

Program code: P101
Casa Loma Campus
1 year (2 semesters)

Starting: September
Certification: Certificate

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, professional dance training at the advanced ballet level.

SELECTION PROCEDURES

Qualified applicants are interviewed and auditioned.

ABOUT THE PROGRAM

This one-year certificate program provides students with comprehensive dance training in preparation for a professional dance career. It is designed for students who have attained the intermediate to advanced ballet level but still require the technical refinements necessary to successfully pursue a performance career.

The students are taught by notable artists and follow an integrated program that includes ballet, modern, composition, jazz, workshops in culture-specific dance forms, dance history, acting, dance pedagogy and anatomy. A complete range of Royal Academy Dance classes will be available to students in this program and the school will offer some of the requirements for attaining the Royal Academy Dance Teachers Certificate in either grades or majors. Students will also participate in rehearsals and performances with Ballet Jörgen.

This is a full-time intensive program designed for those with a commitment to pursuing a professional career in dance. Enrolment is limited, ensuring adequate personal attention is given to each student. Admission is competitive, based on the results of auditions and interviews.

This program is equivalent to the first year of the two-year Dance Performance Studies Diploma program.

CAREER PROSPECTS

Successful completion of this program will provide the student with the fundamental base to pursue job opportunities in the dance industry or continue further studies such as the second year of the two-year Dance Performance Studies Diploma program.

SEMESTER 1

DANC1001	Classical Ballet – Theory I
DANC1003	Classical Ballet – Practical I
DANC1005	Pointe I
DANC1007	Jazz I
DANC1009	Modern I
DANC1011	Composition Studies I
DANC1012	Dance History – Theory I
THEA1005	Vocal Music I

In addition to the formal classes listed above, students will participate in rehearsals with Ballet Jörgen for a minimum of 5 hours per week.

SEMESTER 2

DANC1002	Classical Ballet – Theory II
DANC1004	Classical Ballet – Practical II
DANC1006	Pointe II
THEA1009	Vocal Music II
DANC1010	Modern II
DANC1008	Jazz II
COMP1082	Computer Skills and Applications
GNED	General Education Elective

In addition to the formal classes listed above, students will participate in rehearsals with Ballet Jörgen for a minimum of 9 hours per week.

For more information,
call Larry LaForet at
(416) 415-2167
between 8:30 a.m. and 4 p.m.

Dance

Performance Studies

Program code: P102
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent; professional dance training, at the advanced ballet level.

SELECTION PROCEDURES

Qualified applicants are interviewed and auditioned.

ABOUT THE PROGRAM

This two-year diploma program provides students with comprehensive dance training to the level of technical proficiency required to enter a professional dance company. It is designed for students who have attained the intermediate to advanced ballet level but still require the technical refinements necessary to successfully pursue a performance career.

The students are taught by notable artists and follow an integrated program that includes ballet, modern, composition, jazz, workshops in culture-specific dance forms, dance history, acting, dance pedagogy and anatomy. A complete range of Royal Academy Dance classes will be available to students in this program and the school will offer some of the requirements for attaining the Royal Academy Dance Teachers Certificate in either grades or majors. Students will also participate in rehearsals and performances with Ballet Jörgen.

This is a full-time intensive program designed for those with a commitment to pursuing a professional career in dance. Enrolment is limited, ensuring adequate personal attention is given to each student. Admission is competitive, based on the results of auditions and interviews.

CAREER PROSPECTS

Successful completion of this program will provide the student with the fundamental base to pursue job opportunities in the dance industry or continue their studies in advanced graduate programs.

ADVANCED STANDING

Graduates who complete this program are eligible to continue their studies in advanced programs like the George Brown College Certificate Performance Foundation program.

SEMESTER 1

DANC1001	Classical Ballet – Theory I
DANC1003	Classical Ballet – Practical I
DANC100S	Pointe I
DANC1007	Jazz I
DANC1009	Modern I
DANC1011	Composition Studies I
DANC1012	Dance History – Theory I
THEA100S	Vocal Music I

In addition to the formal classes listed above, students will participate in rehearsals with Ballet Jörgen for a minimum of 5 hours per week.

SEMESTER 2

DANC1002	Classical Ballet – Theory II
DANC1004	Classical Ballet – Practical II
DANC1006	Pointe II
THEA1009	Vocal Music II
DANC1010	Modern II
DANC1008	Jazz II
COMP1082	Computer Skills and Applications
GNED	General Education Elective

In addition to the formal classes listed above, students will participate in rehearsals with Ballet Jörgen for a minimum of 9 hours per week.

SEMESTER 3

DANC2001	Classical Ballet – Theory III
DANC2003	Classical Ballet – Practical III
DANC200S	Pointe III
DANC2009	Jazz III
DANC2007	Modern III
THEA1001	Acting I
THEA1008	Speech I

In addition to the formal classes listed above, students will participate in rehearsals with Ballet Jörgen for a minimum of 5 hours per week.

SEMESTER 4

DANC2002	Classical Ballet – Theory IV
DANC2004	Classical Ballet – Practical IV
DANC2006	Pointe IV
DANC2008	Modern IV
DANC2010	Jazz IV
GNED	General Education Elective
ANAT1040	Anatomy

In addition to the formal classes listed above, students will participate in rehearsals with Ballet Jörgen for a minimum of 9 hours per week.

For more information,
call Larry LaForet at
(416) 415-2167
between 8:30 a.m. and 4 p.m.

Introduction to Performing Arts Careers

Program code: R102
Casa Loma Campus
1 year (2 semesters)

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above grade level) or equivalent, or mature student status (see page 7). Interest in exploring performing arts careers.

ABOUT THE PROGRAM

The Introduction to Performing Arts Careers program is an intense course of study that will give students an overview of the many career options in the performing arts, as well as providing an insight into the basic skills needed to compete for a place in professional theatre schools in Canada and abroad.

Courses will be taught by artists and teachers from the profession. Students will have ample opportunity to meet Canadian actors, directors, designers, film makers and technicians both in the classroom and on special field trips.

CAREER PROSPECTS

This program will prepare the student for further study in either a formal performing arts career training program or for continued studies in the college's General Arts and Sciences program leading to a diploma in that discipline. At the conclusion of this program, successful students will have completed all of the college's required general education and generic skills components.

SEMESTER 1

THEA1021	Performing Arts Career Studies I
THEA1022	History of Dramatic Literature
FNAR1005	Canadian Film Studies
THEA1023	Introduction to Voice, Movement and Speech
COMM103S	Professional Communications
Elect one:	
THEA1024	History of Western Theatre
THEA102S	History of Music Theatre

SEMESTER 2

THEA2030	Performing Arts Career Studies II
THEA2031	History of Canadian Drama
THEA2032	On the Town – Toronto Arts Scene
THEA2033	Audition Preparation
THEA2034	Introduction to Scene Study
Elect one:	
THEA203S	Costume Study
THEA2036	Theatre Design
FNAR2003	The Process of Film Making

For more information,
call Larry LaForet at
(416) 415-2167
between 8:30 a.m. and 4 p.m.

Theatre Arts

Program code: P100
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7) plus successful completion of required college general education/generic skills components. Interview and audition. Theatre arts and English courses are helpful.

SELECTION PROCEDURES

Qualified applicants will be contacted by mail in April and scheduled for an audition appointment in May.

ABOUT THE PROGRAM

The George Brown Theatre School offers vigorously concentrated, career-oriented training in the fundamental skills, practicalities, traditions and professionalism needed for the performing arts. This program is well-respected within the performing arts industry.

Students are taught by notable theatre artists and follow an integrated curriculum in which all subjects are directly related to the acting profession. The courses, Acting I to V, explore a wide range of acting styles such as classical, Elizabethan, Commedia de l'Arte, Restoration, naturalism, absurdism, clowning, revue, cabaret and musical.

Enrolment is limited, ensuring adequate personal attention is given to each student. Admission is competitive, based on the results of auditions and personal interviews conducted by the Artistic Director and members of the faculty.

CAREER PROSPECTS

An ever-expanding international market creates a consistent demand for fresh faces and new talent in a range of educational, entertainment and commercial activities. Students should be aware, however, that the field is extremely competitive.

SEMESTER 1

THEA1001	Acting I
THEA1003	Dance I
THEA1004	Movement I
THEA1006	Voice I
THEA100S	Vocal Music I
THEA1011	Theatre History I
THEA1012	Stage Combat I
THEA1013	Group Improvisation
THEA1008	Speech I

SEMESTER 2

THEA1002	Acting II
THEA1014	Workshop Performance I
THEA1010	Dance II
THEA1017	Movement II
THEA1016	Voice II
THEA1009	Vocal Music II
THEA1011	Theatre History I
THEA101S	Contact Improvisation
THEA1018	Speech II

SEMESTER 3

THEA2001	Acting III
THEA2020	Workshop Performance II
THEA2004	Dance III
THEA2016	Movement III
THEA2002	Voice III
THEA2009	Vocal Music III
THEA2010	Theatre History II
THEA2011	Stage Combat II
THEA2006	Business of Acting
THEA2012	Make-up
THEA2014	Speech III
THEA201S	Monologue Study I

SEMESTER 4

THEA2007	Acting IV
THEA2003	Television and Film Technique
THEA2008	Dance IV
THEA2021	Movement IV
THEA2017	Voice IV
THEA2019	Vocal Music IV
THEA2010	Theatre History II
THEA2006	Business of Acting
THEA2012	Make-up
THEA201S	Monologue Study I
THEA2018	Speech IV

SEMESTER 5

THEA3001	Acting V
THEA3002	Showcase Performance I
THEA2013	Children's Play Performance
THEA300S	Dance V
THEA3004	Movement V
THEA3003	Voice V
THEA3006	Vocal Music V
THEA3007	Speech V

SEMESTER 6

THEA3011	Dance VI
THEA3010	Showcase Performance II
THEA3013	Movement VI
THEA3008	Voice VI
THEA3012	Vocal Music VI
THEA3009	Speech VI

For more information, call Larry LaForet at (416) 415-2167 between 8:30 a.m. and 4 p.m.

Faculty of Community Services & Health Sciences

The Faculty of Community Services & Health Sciences offers a wide range of programs that prepare students for jobs in the rapidly evolving sectors of health care and community services. We equip our graduates to be excellent workers, leaders in their community and life-long learners.

George Brown is a leader in professional health care training with a broad spectrum of programs including diploma nursing, practical and post-diploma nursing, a full range of dental care programs, hearing instrument dispensing, fitness and orthotics/prosthetics.

Our faculty has the widest scope of community service and community health care programs in the province. These include professional programs for community workers, human service counsellors, activation co-ordinators, personal support workers, counsellor/advocates for assaulted women and children, child and youth workers, career and work counsellors, early childhood educators, sign language interpreters and intervenors for deaf-blind persons.

We teach independent thinking, group dynamics, team work, leadership, community awareness and professionalism. There is a heavy emphasis on self-directed and peer learning. All programs include a careful mix of theory and field work, with students putting their new knowledge and skills to work in supervised field placements and clinical work.

Our location in the centre of Toronto means that students do their field work and/or clinical placements in some of the best and most innovative hospitals, clinics and community agencies in the province. Students in our Early Childhood Education programs work in one of the college's seven nationally acclaimed child care centres.

Our professors have years of experience in the subjects they teach, and strong links with their profession and their respective community groups. They work closely with students to resolve problems, to build self-confidence and leadership skills, and to evaluate learning outcomes.

The faculty has a growing number of internal and external articulation agreements which enable students to earn dual diplomas and to continue their studies at the university level.

Community-Based Training

More than 15 community-based training projects across the city are affiliated with George Brown through its Community Outreach Units. Students with special needs, women, trade unionists, Aboriginal people, the unemployed and people of diverse racial and cultural groups can learn in a variety of settings and receive college credits. For more information, please contact the agencies directly. Community-based training partners include:

- **Alexandra Park Learning Centre:** Basic Literacy, (416) 591-7384
- **Canadian National Institute for the Blind (CNIB):** Automated Office Procedures, (416) 480-7025
- **East End Literacy:** Basic Literacy, (416) 968-6989
- **Goodwill Industries of Toronto:** Microcomputer Business Applications, (416) 362-4711
- **Jewish Vocational Service of Metropolitan Toronto:** Microcomputers, (416) 787-1151
- **Metro Labour Education Centre:** Basic Literacy and Numeracy, English in the Workplace, Labour Studies, Skills Training (fee for service) and Labour Adjustment Programs, (416) 537-6532
- **Native Canadian Centre:** Aboriginal Employment Counselling and Career Planning, (416) 964-9087
- **Native Skills Centre:** Microcomputers and Office Management and Administration, (416) 581-1392
- **Native Women's Resource Centre:** Upgrading and Life Skills, (416) 963-9963
- **Ontario March of Dimes:** Microcomputers, (416) 425-3463; (807) 473-8448
- **Parkdale Project Read:** Basic Literacy, (416) 531-6308
- **St. Christopher House:** Basic Literacy, (416) 539-9000
- **Toronto Alfa Centre:** Basic Literacy, (416) 652-3652

For more information, call (416) 415-2415.

Activation Co-ordinator/Gerontology

Program code: C102
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Preference is given to those applicants with a minimum of 60 hours documented volunteer or work experience with the elderly.

Successful applicants must submit proof of a satisfactory medical examination and proof of completion of a standard first aid course.

SELECTION PROCEDURES

As part of the selection process, each applicant must complete a program-specific questionnaire and may be invited to attend an information session.

ABOUT THE PROGRAM

An activation co-ordinator is a human service professional with specific knowledge in gerontology, whose major goal is to provide and promote meaningful activity based on individual and group needs (physical, social, emotional, intellectual and spiritual).

The objective of the program is to provide training for people seeking to become employed in activity programming in institutional or community settings providing services for elderly persons.

The three-day-per-week academic component provides a comprehensive study of the processes of aging. The two-day-per-week experiential component offers students the opportunity to integrate theory with practice in an institutional or community setting under the close supervision of a professional practitioner.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

This program is unique in Ontario.

CAREER PROSPECTS

The increasing population of older people has created a growing demand for workers with knowledge and skills specific to the needs of later life. Graduates are employed as activation co-ordinators in chronic and long-term care facilities, retirement homes, day-care centres for seniors and community-based service agencies.

ADVANCED STANDING

Students who successfully complete this program may be considered for exemptions in other Community Services programs at George Brown. They may also qualify for exemptions in the Bachelor of Arts (Gerontology) program at McMaster University.

SEMESTER 1

GERT1031	Introduction to Biology of Aging
GERT1012	Assessment Skills
GERT1004	Activity Planning
GERT1010	Special Needs
GERT1025	Field Work Seminar I
GERT1018	Field Practice I
COMM1007	College English
	Interpersonal Communication Skills

SEMESTER 2

GERT1002	Ambulation and Exercise
GERT1006	Use of Crafts and Hobbies
GERT1033	Introduction to Gerontology
GERT103S	Alzheimer's Disease and Related Disorders
GERT101S	Therapeutic Programming
GERT1014	Psycho-Geriatrics
GERT1027	Field Work Seminar II
GERT1020	Field Practice II
SWRK2001	Group Processes

SEMESTER 3

PSY1038	Introductory Psychology
GERT2004	Organization and Management Skills I
COUN2001	Counselling Skills
HUMN2001	Values, Ethics and Professionalism
GERT2016	Field Work Seminar III
GERT2009	Field Practice III

SEMESTER 4

CWRK2000	Volunteer Management
GERT2006	Community Resources
GERT2023	Social Policy and Governance
SOC1019	Introduction to Sociology
GERT2018	Field Work Seminar IV
GERT2011	Field Practice IV

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2185 between 8:30 a.m. and 4 p.m.

Assaulted Women's and Children's Counsellor/Advocate

Program code: C107
Nightingale Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Applicants must complete a questionnaire and may be invited to attend an information session. The preferred applicant for this program is the mature student with volunteer or employment experience in women's services.

SELECTION PROCEDURES

After the college has been notified by OCAS that the application has been received, each applicant must complete a program-specific questionnaire and may be invited to attend an information session.

ABOUT THE PROGRAM

This program provides students with a feminist analysis of the political and counselling issues related to violence against women and children. It trains students to be agents for change in their work of community education, political action and law reform. It prepares students to provide counselling and advocacy for women and children who have experienced or are experiencing violence. A major portion of the program is the field work component.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

This program is unique in Canada.

CAREER PROSPECTS

Graduates work in a variety of settings, including transition and interval houses, rape crisis centres, women's health centres, community centres and victim/witness programs.

SEMESTER 1

WOMN1007	Introduction to Feminist Counselling
COUN1011	Working with Abused Women and their Children I
COUN	Child Witness
COUN1014	Group Process I
COMM1007	College English
PSY1054	Child and Youth Development
CULT1001	Cross Cultural Communications
WOMN1035	Integrative Seminar I

SEMESTER 2

COUN1012	Introduction to Feminist Counselling
COUN2013	Working with Children and Youth Experiencing Violence
COMM1034	Professional Communications I
PSY1003	Psychology of Women
WOMN1034	Gender, Race and Class: The Structure of Privilege and Oppression
WOMN1014	Field Work Seminar I
WOMN1037	Integrative Seminar II
WOMN1016	Field Placement I

SEMESTER 3

COUN1013	Working with Abused Women and their Children II
COUN2014	Working with Women Surviving Sexual Violence I
WOMN2030	Feminist Political Action and Community Development I
COUN2015	Group Process II
WOMN2017	Field Work Seminar II
WOMN2026	Field Placement II
WOMN2031	Integrative Seminar III

SEMESTER 4

COUN2016	Working with Women Surviving Sexual Violence II
WOMN2032	Feminist Political Action and Community Development II
COUN2017	Group Process III
WOMN2022	Field Work Seminar III
WOMN2034	Field Placement III
WOMN2033	Integrative Seminar IV
WOMN	Global Transformation

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2310 between 8:30 a.m. and 4 p.m.

GRADUATE *Profile*

Michelle King
Assaulted Women and Children's Counsellor/Advocate Program '97
Youth Worker, Touchstone Youth Centre

The George Brown program is the only one that focuses on an anti-violence approach to dealing with women and children.

There was one field placement each year. It's really difficult to find a job without work experience, and a placement is similar to a job because you have specific responsibilities and there are expectations of you.

Getting a job while I was at school was a bonus. When my placement hours at Touchstone ended and they needed someone for a relief position, I was already trained and available for work.

Career and Work Counsellor

Program code: C109
St. James Campus
16 months (4 semesters)

Starting: September, January (fast track)
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 math and English.

Students with a university degree or college diploma can qualify for fast track advanced standing and will start in January in the program's second semester.

SELECTION PROCEDURES

Applicants must submit a letter of personal goals and intent, provide references and attend a structured interview. Fast track candidates must submit post-secondary transcripts.

ABOUT THE PROGRAM

People who want to work in the field of career counselling – or people who are already working in a related field but lack the appropriate education – will be interested in this program. The course schedule has been newly revised to allow completion in just 64 weeks (12 months for fast track entrants). The program runs year round and is delivered in modular fashion in semesters 2, 3 and 4.

People who work in this field must be informed about current educational and occupational trends, make appropriate referrals and utilize vocational assessment tools.

This program exposes students to both individual and group career counselling theory and practice. Through a combination of classroom study and supervised placements, they are prepared to deliver career counselling services that are professional, informed and current. Students learn to advise and counsel others on career planning, career change, career revision or school-to-work transition, sometimes related to injury, illness, inappropriate career choice or job loss. Topics covered include job search preparation, career management, human rights legislation and diversity.

The career-work focus of this program reflects the rapidly changing field of career counselling and addresses the special diverse requirements of the Metro Toronto community and its vicinity.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

This program is unique in Metro Toronto.

CAREER PROSPECTS

Graduates are prepared for a variety of employment settings, from corporate career services to community agencies. They may find work as a career counsellor, career development practitioner, career technician, worker rehabilitation assistant, corporate career planner, job search facilitator, employment counsellor, vocational assessor, career specialist or career information service provider. Ninety per cent of past graduates have found work in the field.

ADVANCED STANDING

The college is negotiating with the University of Toronto to create a joint undergraduate degree/certificate program in Career Development. Anticipated start date is September, 1998.

SEMESTER 1 (September to December)

CARC1001	Overview: Career and Work Counselling
CARC1003	Work and Life: A Career Counselling Perspective
COMM1007	College English
PSY1030	Introduction to Psychology
ELECTIVES	*Two General Education electives must be taken*

SEMESTER 2 (January to April)

CARC1005	Individual Career Counselling: Skills and Process I
CARC2003	Theory and Practice of Job Search
CARC1017	Individual Career Counselling: Skills and Process II
CARC2001	Group Career Counselling
CARC1013	Assessment in Career Counselling: Statistics and Tests
CARC2007	Managing Change and Transition

SEMESTER 3 (May to August)

CARC2022	Assessment in Career Counselling: Tests and Interpretation
CARC1009	Career Development Theory I
CARC1019	Resources in the Field
CARC2005	Career and Work Equity Issues
PREP1004	Field Integration I
CARC1024	Practicum I (12 weeks block placement)

SEMESTER 4 (September to December)

CARC2014	Special Topics
CARC2032	Assessment in Career Counselling: Inventories and Interpretation
CARC2016	Career and Work Counselling with Special Needs Clients
CARC1021	Career and Work Counselling with Diverse Populations
CARC1015	Career Development Theory II
PREP2001	Field Integration II
CARC2012	Practicum II

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2185 between 8:30 a.m. and 4 p.m.

Child and Youth Worker

Program code: C104
St. James Campus
3 years (6 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Advanced English at the senior level is strongly recommended.

All applicants must have completed a minimum of 60 hours of paid or volunteer work experience with children or adolescents aged 7-18, which could have been gained through recreational work, camp counselling, "Y" programs or volunteer community programs. These hours must be completed by the time application is made to the program. Preference will be given to applicants who have experience with children and adolescents beyond high school co-op and peer tutoring. (Babysitting experience will not be considered as applicable.)

Successful applicants must submit proof of a satisfactory medical examination.

SELECTION PROCEDURES

After the college has been notified by OCAS that the application has been received, each applicant will be asked to submit the following to the program: two letters of reference outlining hours of work, responsibilities and skills, and a questionnaire, which includes a short essay. All documentation must be completed in full and submitted together. The college is unable to consider incomplete submissions.

ABOUT THE PROGRAM

The program develops therapeutic skills and abilities in students, enabling them to work creatively with other professionals concerned with the care and treatment of children and adolescents with problems. The academic subjects taken in the program are correlated closely with continuous supervised field experience. The development of self-awareness and emotional maturity is emphasized along with the ability to relate effectively to other people. Most placement agencies require students to supply a report from the Canadian Police Information Centre (CPIC). Students who are unable to present satisfactory results from CPIC may find it difficult to complete all the placement requirements of the program.

Field placements for this program include some of the most prestigious agencies and institutions in Canada, such as psychiatric hospitals, group homes and special education classrooms. Students are expected to work shifts (not overnight) and may be requested to work one weekend per month in the second and third years.

Before entering the first year field placement, students are required to produce evidence that they have successfully completed a standard first aid course.

THIS PROGRAM IS ALSO AVAILABLE PART-TIME FOR PEOPLE WHO ARE WORKING WITH TROUBLED CHILDREN OR ADOLESCENTS.

CAREER PROSPECTS

Graduates find employment as workers in treatment centres, group homes, hospitals, schools and community-based treatment programs.

ADVANCED STANDING

Graduates may qualify for exemptions in other Community Services programs at George Brown College. They are also eligible for the degree program in Child and Youth Care at Ryerson Polytechnic University.

SEMESTER 1

COUN1001	Interviewing and Counselling I
PSY100S	Introduction to Psychology
PSY1007	Human Growth and Development I
CYCS1001	Therapeutic Activities I
CYCS101S	Integrative Seminar I
GNED	General Education

SEMESTER 2

PSY1007	Human Growth and Development II
CYCS1001	Therapeutic Activities I
CYCS2002	Child and Youth Work Methods I
CYCS101S	Integrative Seminar I
CYCS1016	Field Practice I
COUN1006	Interviewing and Counselling II
LAW1002	Legislation and Social Issues
COMM1007	College English

SEMESTER 3

PSY2004	Human Sexuality
CYCS2011	Assessments and Plans of Care
CYCS2007	Child and Youth Care Methods II
CYCS2009	Integrative Seminar II
CYCS2010	Field Practice II
SWRK1002	Group Dynamics
CYCS200S	Therapeutic Foundations

SEMESTER 4

SWRK1002	Group Dynamics
PSY2002	Family Processes
CYCS2013	Programming for Adolescents
CYCS2007	Child and Youth Care Methods II
CYCS2009	Integrative Seminar III
CYCS2010	Field Practice II

SEMESTER 5

SOC1003	Sociology
CYCS201S	Supervision and Team Building
PSY3004	Psychopathology
CYCS3005	Integrative Seminar III
CYCS3002	Field Practice III
CYCS2006	Working With Families

SEMESTER 6

HUMN3001	Values, Ethics and Professionalism
PSY3004	Psychopathology
PSY3002	Exceptional Children
CYCS3005	Integrative Seminar III
CYCS3002	Field Practice III

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2185 between 8:30 a.m. and 4 p.m.

Community Worker

Program code: C101
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Background courses in sociology, social issues, political science, history and English are assets.

SELECTION PROCEDURES

As part of the selection process, each applicant must complete a program-specific questionnaire and may be invited to attend an information session.

BACKGROUND

Related work experience, extensive life experience and previous community involvement are strongly recommended. The ability to develop effective communication skills, a belief in the involvement of people in decision making and a commitment to human rights and social justice are essential.

ABOUT THE PROGRAM

The Community Worker program enables people with a commitment to community work and social justice to enhance and develop their knowledge and skills. Graduates of this program work with community service organizations and with community groups that need help in identifying and taking action on community issues.

The program consists of classroom instruction and field work practice. Emphasis is placed on learning by sharing ideas and experiences. Each student is expected to be mature and self-directed, and to assume the major responsibility for his or her own learning.

CAREER PROSPECTS

The community worker is a generalist in community development who works primarily in a resource capacity with groups and community organizations. Graduates are employed in co-operatives, advocacy programs, front-line social services, community service programs, ethno-specific agencies, immigrant and refugee services and organizations which develop community services such as day care and housing.

ADVANCED STANDING

Students who successfully complete this program may qualify for exemptions in social work at Ryerson Polytechnic University, in social science/sociology programs at York University and in the Human Services Counsellor program and the Assaulted Women's and Children's Counsellor/Advocate program at George Brown College. Advanced standing in certain other degree programs may be available. Inquire when applying.

SEMESTER 1

SOC1005	Sociology: A Critical Approach
CWRK1001	Community Work Theory and Practice I
CWRK1005	Human Rights
CWRK1006	Community Work Forum
CWRK1007	Field Work Preparation
CWRK1008	Interpersonal Communications
PSY1009	Human Growth and Behaviour
COMM1007	College English

SEMESTER 2

CWRK1003	Community Work Theory and Practice II
POLI1001	Political Science I
CWRK1009	Group Dynamics I
CWRK1010	Field Work I
CWRK1011	Field Work Seminar I
COMM1034	Professional Communications I

SEMESTER 3

COUN2003	Counselling
CWRK2002	Field Work II
CWRK2009	Field Work Seminar II
CWRK2012	Community Work Theory and Practice III
POLI1002	Political Science II
ELECT	Elective

SEMESTER 4

CWRK1012	Community Work Proposal Development
CWRK2016	Group Dynamics II
CWRK2017	Field Work III
CWRK2018	Field Work Seminar III
CWRK2014	Community Work Theory and Practice IV
POLI2000	Political Science III
CWRK2019	Canadian Social Policy
ELECT	Elective

Electives may change according to student interest and community trends. Examples of electives have included: Anti-Racism, Community Legal Services, Social Housing, Community Economic Development, Women's Studies, Health Advocacy, Media Literacy.

For more information,
call the Faculty of Community Services
& Health Sciences at
(416) 415-2185
between 8:30 a.m. and 4 p.m.

Early Childhood Assistant

Program code: C105
Nightingale Campus
30 weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required.

Before entering Semester 2, students are required to produce evidence that they have completed a standard first aid course.

SELECTION PROCEDURES

After the college has been notified by OCAS that the application has been received, each applicants must complete a program-specific questionnaire and may be invited to attend an information session.

BACKGROUND

Previous work/volunteer/co-op experience with young children is desirable but not essential. Courses in family studies (with a child care focus) are recommended. Successful applicants must submit proof of a satisfactory medical examination.

ABOUT THE PROGRAM

The program trains students to work as assistants with young children, aged six weeks to 10 years, in child care centres and nursery schools. Emphasis is placed on basic skill development. Within each semester, the weeks are divided into three days of classroom theory and two days of field experience. In addition, there is a field block placement in each semester.

CAREER PROSPECTS

Graduates may find employment as assistant teachers in child care centres and nursery schools or as family-home child care providers.

ADVANCED STANDING

Graduates may be eligible for entry into the second year of the Early Childhood Education program with advanced standing.

SEMESTER 1

PSY1059	Infant and Child Development II
ECE1039	Health, Safety and Nutrition
ECE1056	Introduction to ECE
ECE1057	Observation
ECE1061	Relationship Development and Planning in ECE
ECE1050	Creative Expression II
ECE1005	Field Practice I
COMM1073	Language and Communications

SEMESTER 2

PSY1059	Infant and Child Development II
ECE1040	Interpersonal Communications
ECE1050	Creative Expression II
ECE1039	Health, Safety and Nutrition
ECE1010	Field Practice II
ECE1061	Relationship Development and Planning in ECE
COMM1073	Language and Communications
GNED1016	Foundations for Humanities, Arts, Technology and Science

For more information,
call the Faculty of Community Services
& Health Sciences at
(416) 415-2310
between 8:30 a.m. and 4 p.m.

Early Childhood Education

Program code: C100
Nightingale Campus
2 years (4 semesters) or 18 months continuous

Starting: September, January
Certification: Diploma
Summer classes (with January start)

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Functional-level English testing may be required. Successful applicants must submit proof of a satisfactory medical examination. Students are required to produce evidence that they have completed a Standard First Aid course before entering Field Practice in the first semester.

SELECTION PROCEDURES

After the college has been notified by OCAS that the application has been received, each applicant must complete a program-specific questionnaire and will be invited to attend an information session.

BACKGROUND

Experience in working with young children is desirable.

ABOUT THE PROGRAM

This program enables students to gain skills and knowledge through a unique system of alternate blocks of classroom theory and field practice. George Brown's program provides theoretical and practical training with infant, toddler, pre-school and school-age children. The program trains students to work with children aged six weeks to 10 years, in early childhood education settings with both normal children and children with special needs.

Each semester is divided into blocks of seven weeks. One block is for academic studies, the other is for field placement where students have the opportunity to work with children of all ages in a variety of settings.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

CAREER PROSPECTS

Graduates may find employment in non-profit and private child care centres and nursery schools. Opportunities also exist in pediatric playrooms, special education settings, junior kindergarten and therapeutic nursery programs. Graduates are eligible to apply for advanced standing in degree programs.

SEMESTER 1

PSY1056	Infant and Child Development
ECE1039	Health, Safety and Nutrition
ECE1040	Interpersonal Communications
ECE1041	Creative Expression
ECE1024	Field Practice I
ECE1055	Relationship Development in ECE
ECE1056	Introduction to ECE
ECE1057	Observation
GNED1016	Foundations for Humanities, Arts, Technology and Science
ENGL1003	English Skills
ECE1058	Planning and Guidance – Infants and Toddlers OR
ECE1059	Planning and Guidance – Pre-school OR
ECE1060	Planning and Guidance – School Age

SEMESTER 2

PSY1056	Infant and Child Development
ECE1039	Health, Safety and Nutrition
SOC1031	Introductory Sociology
ECE1040	Interpersonal Communications
ECE1041	Creative Expression
ECE1055	Relationship Development in ECE
ECE1026	Field Practice II
COMM1007	College English
ECE1058	Planning and Guidance – Infants and Toddlers OR
ECE1059	Planning and Guidance – Pre-school OR
ECE1060	Planning and Guidance – School Age

SEMESTER 3

ECE2038	Advocacy and Professionalism
ECE2039	Policy and Legislation
ECE2040	Creating Environments in ECE
ECE2041	Curriculum Development
ECE2042	History of ECE
PSY2012	Human Growth and Development
ECE2028	Children with Special Needs
ECE2029	Working with Families
ECE2014	Field Practice III
ECE1058	Planning and Guidance – Infants and Toddlers OR
ECE1059	Planning and Guidance – Pre-school OR
ECE1060	Planning and Guidance – School Age

SEMESTER 4

ECE2028	Children with Special Needs
ECE2029	Working with Families
ECE2038	Advocacy and Professionalism
ECE2039	Policy and Legislation
ECE2040	Creating Environments in ECE
ECE2041	Curriculum Development
ECE2043	Wellness and Healthy Practices in ECE
ECE2044	Group Dynamics
GNED1017	Children's Literature OR
GNED1018	History of the Family
ECE2017	Field Practice IV
ECE1058	Planning and Guidance – Infants and Toddlers OR
ECE1059	Planning and Guidance – Pre-school OR
ECE1060	Planning and Guidance – School Age

**Over the four semesters, students must complete each of the Planning and Guidance courses.*

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2310 between 8:30 a.m. and 4 p.m.

Human Services Counsellor

Program code: C103
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Advanced English at the senior level is also strongly recommended. Functional-level English testing may be required.

All applicants must have a minimum of 60 hours of documented, relevant volunteer or work experience in the social services. This may include secondary school co-operative education programs, but does not include participation in self-help groups. Students may apply to the program prior to completing their 60 hours of experience. However, they must provide proof of completion of the required hours before beginning their studies in September. Volunteer hours may be credited towards the program's required 1,000 hours of field work.

SELECTION PROCEDURES

After the college has been notified by OCAS that the application has been received, each applicant must complete a program-specific questionnaire. Based on the information given he/she may be asked to attend a group interview/ information session.

BACKGROUND

The program is primarily aimed at mature students who are open to exploring their own values and world views, who are able to communicate well and who can show empathy. They must have the requisite volunteer social service or work experience and may have post-secondary education or relevant work experience. Individuals who have a history of substance abuse, psychiatric care or incarceration may be considered after two years with no active difficulties. Some field placement agencies require a police check (enhanced CPIC) from placement students.

ABOUT THE PROGRAM

This program offers three areas of specialization: addictions, mental health and criminal justice. Each student selects a major and minor area by the end of the second semester so that, upon graduation, he/she is prepared for employment as a counsellor in two of these areas.

The program combines academic and experiential classroom work with 1,000 hours of supervised field work. The program is very intensive and emotionally demanding. By developing a knowledge of values, ethics and professional conduct as they relate to social policy and practice, students will explore the role of the human services counsellor as an agent of change within the social services and society. A knowledge of social inequalities as related to class, gender, race, sexual orientation, different abilities, etc., is essential for effective work in the field.

The field practicum provides at least two opportunities to practise counselling skills in different settings under the supervision of professional practitioners. In year 1, students are in the classroom three days per week and in the field two days; in year 2, the pattern is reversed.

THIS PROGRAM IS ALSO OFFERED PART-TIME.

CAREER PROSPECTS

Among the addictions, mental health and criminal justice settings in which graduates may find employment are: addiction treatment centres, halfway houses, detoxification centres, community centres and group homes.

ADVANCED STANDING

At several universities, graduates of the program are given credit for some of the courses studied and may be given advanced standing in a degree program.

SEMESTER 1

SWRK1017	Field Work I
SWRK1018	Field Work Seminar I
COUN1021	Counselling Theory and Practice I
COUN1014	Group Process I
PSY1009	Human Growth and Behaviour
SOC1006	Sociology I
COUN1022	Counselling Practice Laboratory I
COMM1007	College English

SEMESTER 2

SWRK1017	Field Work I
SWRK1018	Field Work Seminar I
COUN1023	Counselling Theory and Practice II
PSY1062	Human Growth and Behaviour II
LIFE1005	Life Skills Methodology I
COUN1024	Counselling Practice Laboratory II
CULT1002	Cross-Cultural Comparisons
GNED	General Education Elective

SEMESTER 3

SWRK2028	Field Work II
SWRK2029	Field Work Seminar II
COUN2043	Counselling Theory and Practice III
LIFE2004	Life Skills Methodology II
ELECT000	Elective
ELECT000	Elective
ELECT000	Elective

SEMESTER 4

SWRK2028	Field Work II
SWRK2029	Field Work Seminar II
COUN2021	Counselling Theory and Practice IV
SWRK2009	Group Process II
ELECT000	Elective
ELECT000	Elective
ELECT000	Elective
PHSL2001	Pharmacology and Physiology

In Semesters 3 and 4 students:

Choose two of the following three electives, one as a major area of specialization and one as a minor:

SWRK2032	Addictions: Core Studies I
SWRK2038	Addictions: Core Studies II
SWRK2034	Mental Health: Core Studies I
SWRK2039	Mental Health: Core Studies II
SWRK2036	Criminal Justice: Core Studies I
SWRK2040	Criminal Justice: Core Studies II

Choose the course related to the major area of specialization:

SWRK2033	Addictions: Issues in Counselling Practice I
SWRK2041	Addictions: Issues in Counselling Practice II
SWRK2035	Mental Health: Issues in Counselling Practice I
SWRK2042	Mental Health: Issues in Counselling Practice II
SWRK2037	Criminal Justice: Issues in Counselling Practice I
SWRK2043	Criminal Justice: Issues in Counselling Practice II

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2185 between 8:30 a.m. and 4 p.m.

Intervenor for Deaf-Blind Persons

Program code: C108
Nightingale Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Successful applicants must provide proof of a satisfactory medical examination.

SELECTION PROCEDURES

As part of the selection process, each applicant must complete a program-specific questionnaire, attend an information session and complete an English Skills Verification Test. Applicants living farther than 150 km from Toronto have the option of a telephone interview.

ABOUT THE PROGRAM

Intervenors act as the eyes and ears for people who are both deaf **and** blind. Students will learn to help people with this dual disability to communicate and become more independent and assist them with the activities of daily living. This program, the first and largest in the world, was developed in partnership with a number of service providers and deaf-blind consumer associations.

The program provides the knowledge and basic skills to work with children and adults who are deaf-blind, including individuals who may be medically fragile. Intervenors facilitate access to information and interactions within the environment with people who are deaf-blind. The program combines theory and practical experience, allowing participants to learn specialized techniques of intervention and a variety of alternative communication methods. Skills are applied during the three field placements that consist of 160 hours per semester in semesters 2, 3 and 4. Further learning is enhanced by a variety of field excursions and guest speakers currently involved in the field.

CAREER PROSPECTS

Graduates find career employment as intervenors with boards of education, social service agencies, people who are deaf-blind, community residential settings and specialized school programs and institutions. There is a demand for intervenors in a number of countries throughout the world.

ADVANCED STANDING

Students who have completed community college or university programs may be eligible for course exemptions. Transcripts must be provided.

SEMESTER 1

INTV1002	Interpersonal Skills
INTV1003	Introduction to Field and Community Resources
INTV1004	Deaf-Blind Communication I
INTV1005	Deaf-Blind Communication II
INTV1006	Orientation and Mobility
SOC1008	Sociology (Relevant to Deaf-Blindness)
COMM1007	College English
ANAT1027	Anatomy and Physiology

SEMESTER 2

INTV1008	Field Work Practice
INTV1007	Field Work Seminar
INTV1009	Deaf-Blind Communication I
INTV1010	Deaf-Blind Communication II
PSY1051	Human Growth and Development
INTV1011	Skills of Daily Living/Assistive Devices
COMM1034	Professional Communications I

SEMESTER 3

HUMN2007	Values, Ethics and Professional Issues
INTV2001	Field Work Seminar
INTV2002	Field Work Practice
INTV2003	Deaf-Blind Communication I
INTV2004	Deaf-Blind Communication II
INTV2006	Deaf-Blind Communication III

SEMESTER 4

INTV2007	Independent Project
INTV2008	Field Work Practice
INTV2009	Field Work Seminar
INTV2010	Deaf-Blind Communication I
INTV2011	Deaf-Blind Communication II
PSY1032	Introduction to Psychology
INTV2013	Intervention with Medically Fragile Persons
INTV2012	Deaf-Blind Communication III

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2310 between 8:30 a.m. and 4 p.m.

Personal Support Worker

Program code: C510
St. James Campus
20 weeks

Starting: September, February
Certification: Certificate

Apply to OCAS

PREREQUISITES

Facility in English at the Grade 10 level, as documented by a test prior to entry. Successful applicants must submit valid certificates in emergency first aid and CPR for adults, children and infants.

SELECTION PROCEDURES

After applications are received by OCAS, the college will ask applicants to take part in a personal interview, attend an information session and complete a test of their functional English.

ABOUT THE PROGRAM

The Personal Support Worker program trains students to provide or assist with personal care for the frail elderly, the chronically ill and persons with physical disabilities living at home or in long-term care facilities. The program replaces previous training programs for health care aides, home support workers, attendant care and respite workers. It was developed as part of the Ontario government's plan to reform long-term care and support services.

Students learn the full range of skills required to assist people with their personal and household needs to ensure their comfort and safety. Courses focus on the abilities needed to create a climate that promotes the optimal physical, social and emotional well-being of each client. As part of their training, students have the opportunity to practise what they have learned in supervised placements in an institutional and a community setting.

CAREER PROSPECTS

Graduates find employment opportunities in long-term care facilities, residential and supportive housing and with community support agencies.

COURSE

COMM5183	Communications
CARE5072	Role of the Worker
CARE5074	Safety
CARE5078	Assisting a Person with Personal Hygiene
CARE5079	Assisting the Family
CARE5080	Cognitive Impairment and Mental Health Issues
CARE5081	Assisting a Person to Manage On-going Conditions
CARE5082	Assisting a Person with Medications
CARE5073	Assisting a Person with Mobility
CARE5075	Abuse
CARE5076	Household Management and Meal Preparation
CARE5077	Providing Optimal Support/Care Planning
CARE5083	Assisting the Person Who is Dying
CARE5084	Institutional Practicum
CARE5085	Community Practicum

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2185 between 8:30 a.m. and 4 p.m.

Sign Language Interpreter

Program code: C110
St. James Campus
3 years (6 semesters)
Apply to OCAS

Starting date: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Successful applicants must provide proof of a satisfactory medical exam. Applicants must have successfully completed an intermediate level of ASL (American Sign Language).

SELECTION PROCEDURES

As part of the selection process, each applicant must complete a program-specific questionnaire, attend an information session, complete an English Skills Verification Test and demonstrate fluency in ASL.

ABOUT THE PROGRAM

This program will prepare students to work as effective sign language interpreters facilitating communication between deaf and hearing persons. The ASL/English curriculum combines theoretical and practical learning experiences that will further develop the students' linguistic knowledge and understanding of the two languages as well as their awareness of deaf and hearing cultures.

Students will have the benefit of a variety of learning environments including: the classroom, laboratory practice and field placements. Skills are applied during the five field placements which take place in all but the first semester. The program combines theory and practical experience, allowing participants to learn specialized techniques of interpreting in a variety of settings. Further learning is enhanced through field excursions and guest speakers currently involved in the field.

CAREER PROSPECTS

Graduates will be qualified for a career as an entry-level sign language interpreter with boards of education, social service agencies, government contracts, community residential settings, specialized school programs and institutions. Many sign language interpreters do freelance work.

ADVANCED STANDING

Students who have completed community college or university programs may be eligible for course exemptions. Transcripts must be provided.

SEMESTER 1

SIGN1001	Interpersonal Skillls
SIGN1002	Introduction to Field
SIGN1003	Deaf Culture and Community I
SIGN1004	ASL
SIGN100S	ASL Lab
COMM1007	College English
ANAT1041	Anatomy and Physiology
SIGN1006	Fundamentals of Interpreting I

SEMESTER 2

SIGN1007	Field Observation
SIGN1008	Field Seminar
SIGN1009	ASL to English
SIGN1010	English to ASL
SIGN1011	Lab I
SIGN1012	Linguistics
SIGN1013	Deaf Culture and Community II
SIGN1014	Fundamentals of Interpreting II
COMM1007	College English
GNED	General Education Elective

SEMESTER 3

SIGN2001	ASL to English
SIGN2002	English to ASL
SIGN2003	Lab II
SIGN2004	Linguistics
SIGN200S	Field Placement
SIGN2006	Field Seminar
HUMN2011	Values, Ethics and Professional Issues
SIGN2007	Deaf Culture and Community

SEMESTER 4

SIGN2008	ASL: Interpreting in Specialized Settings
SIGN2009	Lab III
SIGN2010	Field Placement
SIGN2011	Field Seminar
PSY1072	Introduction to Psychology
COMM103S	Professional Communications II

SEMESTER 5

SIGN3001	Field Placement
SIGN3002	Field Seminar
GNED	General Education Elective

SEMESTER 6

SIGN3003	Field Placement
SIGN3004	Field Seminar
GNED	General Education Elective
SIGN300S	ASL: Interpreting in Specialized Settings
SIGN3006	Lab IV

For more information, call the Faculty of Community Services & Health Sciences at (416) 415-2185 between 8:30 a.m. and 4 p.m.

Chiropody

Program code: S104
Nightingale Campus
3 years (6 semesters)
To apply, see below

Starting: September
Certification: Diploma

PREREQUISITES

This is a co-operative program with the Michener Institute and you must meet the admission requirements of the institute. For more details, please call the Registrar's Office at the Michener Institute at (416) 596-3177. Application forms must be obtained from and submitted to the Michener Institute between November 1 and February 1 for the following September intake.

Ontario Secondary School Diploma or equivalent, with six Ontario Academic Credits (OACs), including one English, one chemistry, one biology, one physics and one mathematics.

SELECTION PROCEDURES

Applicants must write a three-hour aptitude test and participate in a problem- based learning aptitude session. A computerized placement test is mandatory and a written submission in support of your application may be requested. These activities are co-ordinated through the Registrar's Office of the Michener Institute at (416) 596-3177.

ABOUT THE PROGRAM

Chiropody is a health care profession concerned with the care and treatment of foot disorders. Chiropodists work in clinical settings as part of a health care team and, as such, are responsible for diagnosis, treatment and management of acute and chronic foot problems. Our chiropody program is the only program of its type in Ontario. Jointly offered by three institutions (Toronto Hospital, Michener Institute and George Brown College), it provides students with several hundred hours of supervised clinical experience working with patients.

This program is unique in Ontario.

CAREER PROSPECTS

To practise as a chiropodist in Ontario, graduates must successfully complete all theoretical and clinical courses and register with the College of Chiropodists, Ontario. They may then set up private practice, or a limited number of positions may be available in the hospital and community health sectors.

SEMESTER 1

ANAT1028	The Human Body
BIOL1019	Applied Microbiology
COMP10SS	Computer Studies
PREP1006	Skills Development
PSY10S2	Human Behaviour
CHIR1009	Immunology
CHIR1010	Podiatric Medicine I

SEMESTER 2

BIOL1020	Anatomy and Physiology of Lower Extremities
CHIR1011	Clinical Skills I
CHIR1012	Orthotics I
CHIR1013	Podiatric Medicine II
BIOL1021	Clinical Microbiology
CHIR1014	Radiology
PHAR1003	Pharmacology

SEMESTER 3

CHIR2008	Podiatric Medicine III
BIOL2004	Biomechanics
CHIR2009	Physical Therapy
CHIR2010	Clinical Skills II
CHIR2011	Orthotics II

SEMESTER 4

CHIR2013	Podiatric Medicine III
ANAT2001	Dissection of Lower Extremities
BIOL200S	Pathomechanics
CHIR2012	Clinical Skills II
CHIR2014	Orthotics II

SEMESTER 5

CHIR3002	Clinical Skills III
	Paediatrics
	Sports Medicine
	Anaesthesia and Surgery
CHIR3001	Research Methods
	Emergency Care

SEMESTER 6

CHIR3003	Clinical Skills III (continued)
	Practice Management
	Local Anaesthesia Practical
•	Physical/Laboratory Diagnosis

Note: The program is currently undergoing revisions and is subject to change.

For more information, call Paul Finch at (416) S96-3101 ext. 3193.

Dental Assistant

Level I and II

Program code: S113
Casa Loma Campus
30 weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology and chemistry. Candidates must provide proof of a current certificate in CPR at the commencement of the clinical segment.

SELECTION PROCEDURES

Applications must be received or postmarked no later than March 2 to be considered. Qualified applicants will be selected on the basis of testing in English, mathematics, basic sciences and human biology.

ABOUT THE PROGRAM

The Dental Assistant program prepares you to assume the duties of a Level I chairside assistant, who assists during operative and specialty procedures and the responsibilities of a Level II assistant who performs intra-oral functions such as polishing teeth and applying dental dams. Students also learn to take and process X-rays, prepare dental materials and manage client records. Learning takes place alongside students in the Dental Hygiene, Restorative Dental Hygiene, Denturism and Dental Technology programs.

The program includes work experience at the University of Toronto Faculty of Dentistry and in dental offices or hospitals. Many of the courses are offered through independent learning.

CAREER PROSPECTS

Graduates may apply for certification with the Ontario Dental Nurses and Assistants Association. They find employment in private practice, public health and hospitals.

SEMESTER 1

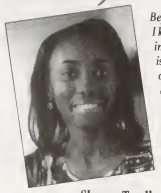
ANAT1034	Oro-facial Anatomy
BIOL1023	Microbiology and Introduction to Biology
DENT1046	Dental Materials I
DENT1047	Dental Radiography I
DENT1048	Pre-Clinical Techniques – Theory
DENT1049	Dental Ethics and Dental Business Skills
DENT1050	Pre-Clinical Techniques – Practical
PSY1070	Psychology

SEMESTER 2

ANAT1035	Human Anatomy and Physiology
DENT1051	Dental Radiography II
DENT1052	Dental Anatomy
DENT1053	Dental Materials II
DENT1054	Oral Histology and Periodontology
DENT1055	Preventive Dentistry
DENT1056	Clinical Techniques – Theory
DENT1057	Clinical Techniques – Practical
DENT1058	Field Practice
NUTR1016	Community Dental Nutrition and Nutrition Counselling
PATH1012	Oral Pathology
PHAR1004	Pharmacology and Emergency Care

For more information, call
(416) 415-4543
between 9 a.m. and 3 p.m.

GRADUATE *Profile*



Sharon Tyrell
Dental Assistant '96
Dental Assistant
Dr. Chee Lum

Before George Brown, I had no experience in the field. Thanks to the program, I knew what to expect when I got a job. It gave me a chance to get comfortable in the field and find out for sure that I like it. The George Brown experience is very close to real life – the same pace and the same demands. We practised our skills at the George Brown dental clinic, working on clients alongside dental hygienists, restorative dental hygienists and dentists.

Once I finished the Dental Assistant program, I took the one-month Preventative Dental Assisting program offered to graduates. It gave me the ability to take on more responsibility and it makes the job more interesting.

My next step is to become a dental hygienist. In a few years, when I'm ready to move on, I'll come back to George Brown.

Dental Hygiene

Program code: S112
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology and chemistry. Candidates must provide proof of a current certificate in CPR at the commencement of the clinical segment.

SELECTION PROCEDURES

Applications must be received or postmarked no later than March 2 to be considered. Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences.

ABOUT THE PROGRAM

The Dental Hygiene program prepares students to meet the needs of a dynamic profession. The program clearly articulates the dental hygiene process model of care, comprising preparation, assessment, planning, implementation and evaluation. All procedures performed for the client are based on individual needs and the client is viewed as a partner in care.

Students evaluate the care provided by delineating short- and long-term goals and employing strategies for continued care.

The field placement component provides the student with the opportunity to participate in community health settings. The program is subject to change pending any legislation review.

Graduates of this program must successfully complete the National Dental Hygiene Certification examination to be eligible for registration by the College of Dental Hygienists of Ontario.

CAREER PROSPECTS

Dental Hygiene practice settings include private practice, community health, hospitals, teaching institutions, collective living centres, research and industry.

SEMESTER 1

DENT1037	Dental Anatomy
BIOL1024	Biology
DENT1060	Dental Hygiene Principles I
DENT1062	Dental Hygiene Clinic I
DENT1064	Dental Radiography
DENT1066	Dental Materials
DENT1067	General Histology
PSY1063	Psychology

SEMESTER 2

ANAT1038	Head and Neck Anatomy I
BIOL1025	Microbiology
DENT1061	Dental Hygiene Principles II
DENT1063	Dental Hygiene Clinic II
DENT1065	Dental Radiography
DENT1068	Oral Histology and Embryology
DENT1069	Periodontics I
HLTH1016	Community Health I
NUTR1017	Nutrition
PHAR1005	Pathophysiology and Pharmacology I

SEMESTER 3

ANAT1020	Head and Neck Anatomy II
DENT	Dental Hygiene Principles III
DENT	Dental Hygiene Clinic III
DENT3002	Advanced Concepts in Preventive Dentistry
GNED	General Education Elective
HLTH	Community Health II
DENT	Periodontics II
PHAR	Pathophysiology and Pharmacology II
DENT	Oral Pathology
DENT	Community Field Practicum

SEMESTER 4

DENT	Dental Hygiene Clinic IV
GNED	General Education Elective
HLTH	Community Health III
DENT	Dental Specialties
DENT	Gerontology
DENT	Ethics
DENT	Case Presentation
DENT	Community Field Practicum

For more information, call
(416) 415-4543
between 9 a.m. and 3 p.m.

Restorative Dental Hygiene

Program code: S400
Casa Loma Campus
23 weeks

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Active Certificate as a dental hygienist with a minimum of one year of work experience.

ABOUT THE PROGRAM

The restorative dental hygienist performs restorative procedures in addition to traditional preventive duties.

The restorative dental hygienist, in compliance with the Standards of Practice approved by the College of Dental Hygienists of Ontario, places and finishes amalgam, composite and temporary restorations and cements temporary crowns.

Students practise various procedures on a manikin, after which they work in a clinical setting performing restorative and cosmetic procedures on clients.

This program is unique in Ontario.

CAREER PROSPECTS

Graduates are employed as restorative dental hygienists in private practice, public health and hospitals.

COURSES

DENT4005	Science of Dental Materials
HSTL4001	Advanced Dental Histology and Embryology
DENT4002	Pre-Clinical Restorative Techniques
DENT4003	Clinical Techniques (Practical)
DENT4001	Functional Occlusion
DENT4004	Clinical Techniques (Theory)

For more information, call (416) 415-4555.

Dental Office Administration

Program code: S115
St. James and Casa Loma campuses
30 weeks (2 semesters)

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 12 English and Grade 11 or 12 biology and chemistry. Typing speed of approximately 25/30 wpm.

SELECTION PROCEDURES

Applications must be received or postmarked no later than March 2 to be considered. Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences.

ABOUT THE PROGRAM

As a joint program between the Faculty of Business and Faculty of Health Sciences, this program will equip you with a strong combination of the office administrative skills and dental clinical knowledge necessary to effectively manage a dental practice. You will study office procedures, accounting and computer literacy as well as oro-facial anatomy and radiography.

You will also gain practical experience by observing clinical operations, working with students in the Dental Hygiene and Dental Assistant programs as a dental health care team member, and completing a two-week placement in a dental health care facility.

This program is unique in Metro Toronto.

CAREER PROSPECTS

After graduation, you will be fully prepared to become an integral part of the dental health care team. You may find a position with a solo dental practice, a multiple specialty group practice or a clinic. With experience, you can look forward to a supervisory or office management position.

SEMESTER 1

DENT1010	Dental Office Procedures I
ACCT1014	Introductory Accounting
ANAT1007	Oro-facial Anatomy
COMM1013	Essential English Grammar
DENT1018	Dimensions in Dental Management I
GNED1003	General Education Foundation

SEMESTER 2

COMM1007	College English
SOC1027	Self and Society
DENT1016	Dental Office Procedures II
DENT1013	Orientation to Radiography
DENT1020	Dimensions in Dental Management II
ANAT1007	Oro-facial Anatomy

For more information, call (416) 415-4543 between 10 a.m. and 3 p.m.

Dental Technology

Program code: S100
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 chemistry, physics and biology.

SELECTION PROCEDURES

Mature applicants may be required to attend a preliminary examination in science and/or English.

Qualified applicants will be selected on the basis of testing in English, mathematics and basic sciences. Qualified applicants may also be required to attend an interview and/or orientation session. Applications must be postmarked no later than March 1.

ABOUT THE PROGRAM

Dental technologists make a major contribution to the practice of dentistry. These dental workers fabricate all the various appliances used by dentists in the treatment of patients.

Dental technologists fabricate from a dentist's prescription: orthodontic appliances, full dentures, partial dentures, crowns and bridges. The technologist may also produce specialty items such as surgical splints and sports mouthguards, as well as implant-related restorations.

The teaching program is highly project-oriented and the student-instructor ratio allows for individual instruction throughout the program.

This program is unique in Ontario.

CAREER PROSPECTS

Graduates find employment as technicians in dental laboratories, with dentists or as sales representatives with dental supply companies. After one year's work experience graduates can write the qualifying exam to become registered dental technologists in Ontario.

SEMESTER 1

COMM1007	College English
ANAT1029	Oro-facial Anatomy I
ANAT1010	Dental Anatomy
GNED1003	General Education Foundation
DENT1026	Complete Denture Construction I (Practical)
DENT1030	Orthodontics I
ANAT1010	Functional Anatomy

SEMESTER 2

ANAT1030	Oro-facial Anatomy II
DENT1014	Crown and Bridge I
DENT1015	Removable Partial Denture
BIOL1004	Microbiology – Infection Control
COMM1075	Professional Communications

SEMESTER 3

DENT2001	Complete Dentures
DENT2002	Crown and Bridge II
DENT3001	Partial Dentures
DENT2014	Orthodontics

SEMESTER 4

DENT2003	Crown and Bridge and Ceramics
DENT2004	Partial Dentures
DENT2005	Complete Dentures
MGMT2012	Applied Management Practice

SEMESTER 5

MGMT3002	Introduction to Small Business Management
DENT3007	Specialty Pre-Grad Lab Experience I

SEMESTER 6

DENT3008	Specialty Pre-Grad Experience II
DENT2010	Dental Lab Management

For more information, call
(416) 415-4543
between 9 a.m. and 3 p.m.

Denturism

Program code: S101
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 chemistry, physics and biology.

SELECTION PROCEDURES

Qualified applicants will have a written examination in English and science and may be interviewed. Candidates will be required to attend an orientation session.

ABOUT THE PROGRAM

Students are trained in the denturist's scope of responsibilities: the assessment of dental arches missing some or all teeth; and in the design, construction and fitting of removable dentures, including repair or alteration. In addition, the student will study basic science, dental science, health promotion, management and denturist practice. All areas of study will observe the International Baseline Competencies Profile for Denturist Education sanctioned by the Denturist Association of Canada (DAC) and the International Federation of Denturists (IFD).

CAREER PROSPECTS

Denturists choose either to establish a private practice or to associate with other denturists or other dental health providers.

IDEC (the International Denturist Education Centre of George Brown College), in co-operation with the denturist profession, provides education, training, research and development to meet the needs of the international denturist community. Contact program co-ordinator Mike Vakalis at (416) 415-4793 for more information.

SEMESTER 1

ANAT1029	Oro-facial Anatomy I
DENT1027	Denturist Practice Pre-Clinical Prosthetics (Practical)
BIOL1008	Biology: General Anatomy and Physiology I
BIOL1004	Microbiology and Infection Control
DENT1028	Dental Materials
GNED	General Education Elective

SEMESTER 2

DENT1059	Pre Graduate Clinical I
ANAT1030	Oro-facial Anatomy II
HIST1001	General History/Dental Histology
DENT1025	Denturist Practice/Pre-Clinical Prosthetics
BIOL1011	Biology: General Anatomy and Physiology II
PHAR1001	Pharmacology and Emergency Care
GNED1003	General Education Foundation
COMM1007	College English

SEMESTER 3

DENT1024	Community Dentistry (Denturism)
DENT2016	Removable Denture Clinic
DENT2007	Denturist Practice/Partial Dentures I
HIST1003	Periodontology and Embryology
PATH1009	Pathophysiology I
DENT2015	Removable Denture Theory

SEMESTER 4

DENT2008	Denturist Practice I
DENT2009	Denturist Practice/Partial Dentures II
DENT2013	Radiographic Pattern Recognition
PATH1010	Pathophysiology II
PATH1004	Oral Pathology
MGMT2012	Applied Management Practice
DENT3002	Preventive Dentistry

SEMESTER 5

DENT3004	Denturist Practice II
NUTR1002	Nutrition
DENT3009	Pre-Graduate Clinical II – Placement

SEMESTER 6

DENT3005	Denturist Practice III
HUMN3003	Management, Ethics and Professional Responsibilities
DENT3003	Pre-Graduate Clinical
DENT3006	Denturist Practice/Implant Prosthesis
BUS3005	Problems and Solutions in Professional Relations

For more information, call
(416) 415-4543
between 9 a.m. and 3 p.m.

Fitness and Lifestyle Management

Program code: S110
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

Pending Ministry of Education and Training approval, this program may be replaced by Fitness and Lifestyle Management (S114) outlined on the following page.

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology.

SELECTION PROCEDURES

Applicants will be selected on the basis of testing in English and the basic sciences as well as their high school biology mark. It is valuable to have experience in fitness, recreation or activity leadership as a volunteer or employee. Leadership recognition, fitness industry workshops or certifications, and related experience are an asset. Applicants must attend an orientation session offered for the program.

ABOUT THE PROGRAM

The program prepares graduates to meet the multi-dimensional demands of a growing market in fitness and preventive health care.

Fitness professionals provide assessment, counselling, exercise prescription and leadership services that require keen motivational, technical and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of fitness and lifestyle graduates are recognized by the industry and are paramount in the provision and management of safe, effective fitness and health programs.

In Year 1, students learn nutrition, kinesiology and physiology with applications to exercise techniques, exercise class leadership, fitness guidance and programming principles.

In Year 2, students develop additional skills and knowledge in nutrition, organizational management, individual exercise design, programming and assessment for special populations. Students are also involved in operating a college fitness centre. In the final seven weeks of the program, students gain work experience in a fitness setting of their choice.

This program is unique in Metro Toronto.

CAREER PROSPECTS

Graduates find employment in a variety of commercial fitness facilities, community centres, parks and recreation centres, employee fitness centres, hospitals and rehabilitation clinics, as well as in self-generated positions. Some specialized requests have come for ECG lab technician, exercise therapist, hotel and condominium facility manager and personal trainer.

With the focus shifting from curative to preventive health care management, career opportunities are expanding in these areas and new markets are developing as more individuals adopt a more active lifestyle.

ADVANCED STANDING

Students who successfully complete this program may qualify for exemptions from credits in physical education programs in university.

SEMESTER 1

KINE1001	Kinesiology I
HLTH1005	Introduction to Fitness Testing
HLTH1007	Exercise Class Leadership I
PHSL1002	Muscle Physiology
HLTH1003	Applied Exercise Techniques I
HLTH1012	Introduction to Fitness Management
HLTH1010	Introduction to Health Promotion

SEMESTER 2

KINE1004	Kinesiology II
HLTH1006	Introduction to Fitness Testing II
HLTH1004	Applied Exercise Techniques II
HLTH1009	Exercise Class Leadership II
HLTH1008	Fitness Testing Clinic
NUTR1006	Nutrition I
PHSL1004	Physiology of Exercise
GNED1003	General Education Foundation
COMM1075	Professional Communications

SEMESTER 3

HLTH2010	Exercise Class Leadership III
HLTH2009	Fitness Assessment and ECG
HLTH2006	Guidelines for Prescription Exercise
HLTH2005	Program Administration Clinic I
NUTR2001	Nutritional Guidance
HLTH2017	Health Promotion in Society
HLTH2061	ECG Monitoring Techniques

SEMESTER 4

HLTH2013	Exercise Class Leadership IV
HLTH2002	Fitness Management Projects
HLTH2012	Advanced Fitness Assessment
HLTH2008	Prescription Exercise for Special Cases
HLTH2011	Program Administration Clinic II
NUTR2002	Nutritional Guidance (Special Cases)
HLTH2014	Prevention and Treatment of Injuries
HLTH2016	Clinical Placement
HLTH2017	Clinical Health Counselling

For more information, call
Beau Kent at
(416) 415-4562
between 9 a.m. and 5 p.m.

Fitness and Lifestyle Management

Program code: S114
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

Pending Ministry of Education and Training approval, this program may replace Fitness and Lifestyle Management (S110) outlined on the preceding page.

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology.

SELECTION PROCEDURES

Applicants will be selected on the basis of testing in English and the basic sciences as well as their high school biology mark. It is valuable to have experience in fitness, recreation or activity leadership as a volunteer or employee. Leadership recognition, fitness industry workshops or certifications, and related experience are an asset. Applicants must attend an orientation session offered for the program. All applications must be postmarked no later than March 1.

ABOUT THE PROGRAM

The program prepares graduates to meet the multi-dimensional demands of a growing market in fitness and preventive health care.

Fitness professionals provide assessment, counselling, exercise prescription and leadership services that require keen motivational, technical and organizational abilities. Along with strong interpersonal and communication skills, the practical and administrative skills of fitness and lifestyle graduates are recognized by the industry and are paramount in the provision and management of safe, effective fitness and health programs.

In Year 1, students learn nutrition, kinesiology and physiology with applications to exercise techniques, client centred exercise, pathology of health conditions, exercise class leadership, fitness guidance and programming principles.

In Year 2, students develop additional skills and knowledge in nutrition, organizational management, individual exercise design, programming and assessment for special populations. Additional courses include biomechanics, ergonomics and personal training. Students are also involved in operating a college fitness centre.

This program is unique in Metro Toronto.

CAREER PROSPECTS

Graduates find employment in a variety of commercial fitness facilities, community centres, parks and recreation centres, employee fitness centres, hospitals and rehabilitation clinics, exercise therapists, hotel and condominium facility managers and personal trainers.

With the focus shifting from curative to preventive health care management, career opportunities will expand in these areas and new markets will develop as more individuals adopt an active lifestyle.

ADVANCED STANDING

Students who successfully complete this program may qualify for exemptions from credits in physical education programs in university.

SEMESTER 1

KINE1001	Kinesiology I
HLTH1005	Introduction to Fitness Assessment I
HLTH1007	Exercise Class Leadership I
PHSL1002	Muscle Physiology
HLTH1003	Applied Exercise Technique Introduction to Fitness and Well-Being
HLTH1010	Introduction to Health Promotion
COMM1007	College English

SEMESTER 2

KINE1004	Kinesiology II
HLTH1006	Fitness Assessment II and Counselling
HLTH1004	Applied Exercise Techniques II
HLTH1009	Exercise Class Leadership II
PHSL1004	Physiology of Exercise I
GNED1003	General Education Foundation

SEMESTER 3

NUTR1006	Nutrition I
HLTH1008	Fitness Testing Clinic
HLTH1012	Introduction to Fitness Management
PHSL	Physiology of Exercise II
HLTH	Treatment and Prevention of Injuries I CPAFLA Client-Centred Exercise Techniques Pathology of Health Condition for Special Populations

SEMESTER 4

HLTH2010	Exercise Class Leadership II Group Facilitation: Androgogy
HLTH2009	Fitness Assessment and ECG
HLTH2006	Guidelines for Exercise Prescription
HLTH2005	Fitness Management Operations I
NUTR2001	Nutritional Guidance

SEMESTER 5

GNED	General Education: Working with Community Groups
HLTH2002	Fitness Management Projects
HLTH2012	Advanced Fitness Assessment Biomechanics and Ergonomics
HLTH2011	Fitness Management Operations II
NUTR2002	Nutritional Guidance – Special Cases
HLTH2015	Prevention and Treatment of Injuries II
HLTH2017	Clinical Health Counselling

SEMESTER 6

HLTH2013	Exercise Class Leadership IV
HLTH2008	Exercise Prescription – Special Cases Personal Training Certification
HLTH	Fitness Management Operations III
HLTH2016	Clinical Training in the Fitness Field Use of Computers in Nutrition and Health Promotion

For more information, call
(416) 415-4543
between 9 a.m. and 5 p.m.

Hearing Instrument Dispenser

Program code: S106
Casa Loma Campus
30 weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 or 12 biology.

SELECTION PROCEDURES
Applicants are required to write an entrance exam in English and basic sciences, and may be required to attend an interview.

ABOUT THE PROGRAM
This technical program is for people who want to learn the skills necessary to be able to fit and dispense hearing instruments/aids. The teaching program includes a laboratory component as well as a pre-graduate clinical experience (offered in the second semester).

The graduate will be able to offer services that may consist of: consultation, custom fitting, taking earmold impressions, instruction in the care and use of hearing aids, adjustments, repairs, ongoing maintenance and service, and demonstrations of various other assistive listening devices. This program will appeal to people who are interested in working with people and helping clients to improve their hearing ability.

This program is unique in Ontario.

CAREER PROSPECTS
Hearing instrument dispensers find employment in independent hearing dispenser centres. Graduates also establish their own centres after meeting the requirements of the Assistive Devices Program of the Ministry of Health.

SEMESTER 1

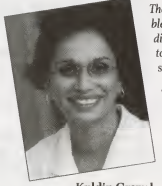
ANAT1014	Functional Anatomy and Physiology
HEAR1001	Clinical Acoustics
PSY1029	Applied Psychology
HEAR1003	Level I Theory and Applications – Part 1
HLTH1011	Health Promotion/Life Skills Management
HEAR1002	Audiometry and Hearing Disorders

SEMESTER 2

GERT1030	Gerontology
HEAR100S	Counselling
HEAR1004	Level I Theory and Applications – Part 2
GNED1003	General Education Foundation
HUMN1001	Ethics/Professional Management
HEAR1006	Practicum Consolidation
COMM107S	Professional Communications

For more information, call (416) 415-4543.

GRADUATE *Profile*



The education I received at George Brown was quite comprehensive with a well balanced blend of theory and practical application. We did our practical placements in actual dispensaries and worked with real clients and equipment – and we had the opportunity to discuss concerns and experiences with our teachers, classmates and our practicum supervisors. The rapport between the students and the teachers was excellent.

I feel that I continue to participate in the program because the Canadian Hearing Society offers practicum placements to three or four students of the program. I am also a member of the program advisory committee as a graduate rep. The committee is made up of dispensers, audiologists, graduates and student reps, and the college is very responsive to our input and implements the recommendations that are made. This helps enhance the program to meet the growing demands of the profession.

Kuldip Grewal
Hearing Instrument Dispenser '93
Clinic Supervisor, Hearing Aid Program
Canadian Hearing Society

Nursing

Program code: S107
St. James Campus
3 years (6 semesters)
Apply to OCAS

Starting: September, January
Certification: Diploma

PREREQUISITES:
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, including Grade 12 English, mathematics, Grade 11 or 12 biology and Grade 11 or 12 physics or chemistry, or mature student status (see page 7).

Students are required to obtain a CPR basic rescuer certificate (Level C) approved by the Ontario Heart Foundation and a standard first aid certificate during the first two months of Semester 1, which must be kept current throughout the program. They must complete and submit the George Brown health form during the first weeks of the program. The college recommends that students have the Hepatitis B vaccination prior to entry.

ABOUT THE PROGRAM
This program educates individuals to become responsible and accountable practitioners of nursing in accordance with the established Standards of Practice (College of Nurses of Ontario). The curriculum combines nursing, general education and clinical courses.

The central themes of the curriculum are:

- caring and helping, which are the essence of nursing
- principles of nursing practice, problem-solving skills, critical thinking
- professional responsibility and accountability
- community health nursing.

Graduates must write the Ontario Nurse Registration Examinations to practise in this profession. Graduates will be eligible to file an application for assessment (in accordance with the Regulated Health Professions Act) with the College of Nurses of Ontario to be considered for registration as a nurse. For further information regarding this registration, please contact the College of Nurses of Ontario at (416) 928-0900 or 1-800-387-5526, ext. 249.

CAREER PROSPECTS
Graduates who are successful in the Nurse Registration Examinations are employed in hospitals, traditional and non-traditional community nursing, independent practice, retirement and nursing homes.

ADVANCED STANDING
Eligible graduates can complete a Bachelor of Science degree at most Ontario universities in two additional years or less. Graduates may also complete a nursing degree by distance education with many universities.

SEMESTER 1

NURS1001	Nursing Theory I
NURS1003	Nursing Practice I
NURS1004	Human Relations
ANAT1000	The Body Alive
PSY1026	Developmental Psychology
COMM1007	College English
ELECT0000	Elective

SEMESTER 2

NURS1012	Nursing Practice II
NURS1011	Theory of Nursing Practice
PATH1011	Pathology and Therapeutics I
ANAT1011	Anatomy and Physiology II
NURS1013	Community Health Nursing I

SEMESTER 3

NURS2001	Nursing Theory III
NURS2002	Nursing Practice III
PATH2006	Pathology and Therapeutics II
NURS200S	Community Health Nursing II
ELECT000	Elective

SEMESTER 4

NURS2004	Nursing Theory IV
NURS2003	Nursing Practice IV
PATH200S	Pathology and Therapeutics III
NURS2006	Community Health Nursing III
SOC1022	Introductory Sociology

SEMESTER 5

NURS3001	Nursing Theory V
NURS3002	Nursing Practice V
PATH3001	Pathology and Therapeutics IV
NURS300S	Community Health Nursing IV

SEMESTER 6

NURS3003	Nursing Theory VI
NURS3004	Nursing Practicum VI

NOTE: Courses are subject to change.

For more information, call the Nursing Department at (416) 415-2070 between 9 a.m. and 4 p.m.

Orthotic/Prosthetic Technician

Program code: S102
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7). Grade 11 and/or 12 physics and biology.

SELECTION PROCEDURES

An initial pre-screening test will take place in late March or early April. Qualified applicants will also be interviewed.

ABOUT THE PROGRAM

This technical program is for people who are more craft-oriented and less interested in the clinical aspects of orthotics/prosthetics. Under the direction of the orthotist/prosthetist, students learn how to make orthoses (braces and splints) and prostheses (artificial limbs), which are fitted to help rehabilitate disabled patients. It is a field in which new materials, techniques and controls are creating an increasing demand for technically competent people.

The orthotic technician makes orthoses from drawings, measurements and plaster casts using a variety of materials, such as metals, plastics, leathers and fabrics.

The prosthetic technician makes prostheses from drawings, measurements and plaster casts using a variety of materials, such as metals, plaster and leather.

Graduates will be eligible for registration by the Canadian Association of Prosthetists and Orthotists. For an information appointment about this program, please call (416) 480-5783.

This program is unique in Ontario.

CAREER PROSPECTS

Excellent employment opportunities are available in hospitals, rehabilitation centres and private facilities across the country.

SEMESTER 1

ORTH1007	Materials and Laboratory Techniques I
KINE1001	Kinesiology I
ORTH1008	Fabrication Theory I
GNED1003	General Education Foundation

SEMESTER 2

ORTH1009	Materials and Laboratory Techniques II
ORTH1010	Fabrication Theory II
KINE1004	Kinesiology II
COMM1075	Professional Communications

SEMESTER 3

ORTH2009	Materials and Laboratory Techniques III
ORTH2011	Externally Powered Orthotics/Prosthetics Rehabilitation Techniques
ORTH2010	Fabrication Theory III
COMP1051	Computers in Our Society
KINE1003	Kinesiology/Biomechanics for Technicians I
ORTH2012	Pre-Graduate Work Experience I

SEMESTER 4

ORTH2016	Materials and Laboratory Techniques IV
ORTH2015	Professional Issues in Orthotics/Prosthetics
ORTH2013	Pre-Graduate Work Experience II
ORTH2017	Fabrication Theory IV
KINE1005	Kinesiology/Biomechanics for Technicians II
ORTH2014	Advanced Material and Orthotics/Prosthetics Techniques

For more information or if you are applying to this program, call David Preston at (416) 480-5783 between 9 a.m. and 3 p.m.

Clinical Methods

in Orthotics/Prosthetics – Post Diploma

Program code: S407
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

This is a post-diploma/post-degree program. Graduates from the Orthotics/Prosthetics Technician program, graduates in kinesiology, physiotherapy, physical education, engineering, nursing and other related backgrounds will be considered as suitable applicants.

SELECTION PROCEDURES

An initial pre-screening test will take place in early April. Qualified applicants will be interviewed.

ABOUT THE PROGRAM

The two-year program is co-ordinated between George Brown College and Sunnybrook Health Sciences Centre, with associate clinics at Chedoke-McMaster Hospital and the Canadian Centre for Prosthetics. Students will be trained in making and fitting prostheses (artificial limbs) and orthoses (braces and splints).

Students obtain clinical experience under the direction of certified prosthetists/orthotists.

This program will appeal to students who have a background in health sciences and are interested in working with people and helping patients in their attempts to overcome disabilities.

Graduates will be eligible for certification by the Canadian Board for Certification of Prosthetists and Orthotists. For further information, call (416) 480-5783.

This program is unique in Ontario.

CAREER PROSPECTS

Employment is available in orthotic and prosthetic management at hospitals, rehabilitation centres and private facilities throughout Canada.

SEMESTER 1

ORTH1001	Orthotics/Prosthetics Clinical Theory I
ORTH1005	Orthotics/Prosthetics Laboratory Procedures I
ORTH1002	Applied Orthotics/Prosthetics Clinical Techniques I
ANAT1017	Anatomy for Orthotics/Prosthetics I
KINE1002	Kinesiology and Biomechanics

SEMESTER 2

ORTH1003	Orthotics/Prosthetics Clinical Theory II
ORTH1004	Applied Orthotics/Prosthetics Techniques II
ORTH1006	Orthotics/Prosthetics Laboratory Procedures II
ANAT1018	Anatomy for Orthotics/Prosthetics II
PHSL1003	Physiology for Orthotics/Prosthetics

SEMESTER 3

ORTH2003	Orthotics/Prosthetics Clinical Theory III
ORTH2004	Applied Orthotics/Prosthetics Clinical Techniques III
ORTH2007	Orthotics/Prosthetics Laboratory Procedures III
PATH2003	Pathophysiology for Orthotics/Prosthetics I
KINE2001	Prosthetics and Orthotic Clinical Case Studies
ORTH2005	Powered Prosthetics

SEMESTER 4

ORTH2018	Orthotics/Prosthetics Clinical Theory IV
ORTH2008	Orthotics/Prosthetics Laboratory Procedures IV
ORTH2006	Applied Orthotics/Prosthetics Clinical Techniques IV
PATH2004	Pathophysiology for Orthotics/Prosthetics II
ORTH2001	Practice Management and Professional Issues in Orthotics/Prosthetics

For more information or if you are applying to this program, call Dan Blocka at (416) 480-5783 between 9 a.m. and 3 p.m.

Practical Nursing

Program code: S109
St. James Campus
3 semesters

Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes, depending on start date

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, including Grade 12 English, mathematics and Grade 11 or 12 biology, or mature student status (see page 7).

Students are required to obtain a CPR basic rescuer certificate (Level C) approved by the Ontario Heart Foundation and a standard first aid certificate during the first two months of Semester 1, which must be kept current throughout the program. Applicants selected for the Practical Nursing program will be required to complete the George Brown health form during the first weeks of the program. The college also recommends that students have the Hepatitis B vaccination prior to entry.

ABOUT THE PROGRAM

Practical nurses play a vital role in the health care team in hospitals and community-based agencies. They provide basic nursing care to individuals independently as well as with other nursing and health care team members.

Students in the program are provided with the learning opportunities to develop the competencies required to meet the Standards of Nursing Practice for Practical Nurses (College of Nurses of Ontario). Graduates of this program must write the Ontario Practical Nurse Registration Examinations to practise in the profession. Graduates will be eligible to file an application for assessment (in accordance with the Regulated Health Professions Act) with the College of Nurses of Ontario to be considered for registration as a Practical Nurse. For further information, please contact the College of Nurses of Ontario at (416) 928-0900 or 1-800-387-5526, ext. 249.

The Practical Nursing program includes a common first semester with Nursing. This provides an opportunity for students to receive full credit for Semester 1 if they choose to enter the Nursing program. Semesters 2 and 3 provide pre-graduate opportunities for the application of theory and practice in a variety of clinical settings. The experience provides students with an opportunity for more independent practice in a variety of health care settings.

CAREER PROSPECTS

Registration of practical nurses in Ontario is obtained through successful completion of provincial registration examinations. RPNs are employed in hospitals, traditional and non-traditional community healthcare settings, rehabilitation centres, retirement and nursing homes and palliative care agencies.

ADVANCED STANDING

Graduates of this program will qualify for advanced standing in George Brown's Nursing program.

SEMESTER 1

NURS1001	Nursing Theory I
NURS1003	Nursing Practicum I
NURS1004	Human Relations
ANAT1000	The Body Alive
PSY1026	Developmental Psychology
COMM1007	College English
ELECT	Elective

SEMESTER 2

NURS1007	Nursing Theory II
NURS1008	Nursing Practicum II
SOC1018	Sociological Perspective

SEMESTER 3

NURS2007	Nursing Theory III
NURS2008	Nursing Practicum III
NURS2009	Nursing Practicum – Pre-Graduate

For more information, call (416) 415-2070 between 9 a.m. and 4 p.m.

Registered Nurse

Critical Care

Program code: S402
Nightingale Campus
16 weeks (1 semester)

Apply to OCAS

Starting: September, January
Certification: Certificate

PREREQUISITES

Registered Nurse with a current Certificate of Competence, College of Nurses of Ontario or, if from out of province, eligibility for registration in Ontario; current nursing experience in an active treatment centre; BCLS, level C (Heart and Stroke Foundation); and a George Brown health form. Hepatitis B vaccination is strongly recommended.

SELECTION PROCEDURES

All applicants are interviewed, and copies of the documents specified above are required.

ABOUT THE PROGRAM

This program prepares registered nurses to give competent care to critically ill individuals and their families.

The program is divided into two phases, each consisting of a theory and a clinical component. In Phase I, the focus is on learning core concepts of critical care nursing through a study of the stable, critically ill individual. In Phase II, students build on the core concepts and focus on the unstable, critically ill individual experiencing complex, multisystem problems.

Theory includes:

- advanced anatomy and physiology of the vital systems (i.e., cardiovascular, respiratory, renal, nervous and endocrine)
- pathology of selected diseases, including medical assessment and management
- nurse's role in selected assessment and supportive measures (e.g., electrocardiogram, hemodynamic monitoring, venipuncture, intracranial pressure monitoring, ventilators)
- systematic nursing assessment of all body systems
- use of nursing process in the critical care setting
- relevant medical-moral issues
- legal aspects of critical care nursing
- ways to promote communication, group process, prevent stress and burn-out.

Clinical practice is scheduled in downtown Toronto hospitals.

ADVANCED STANDING

The following courses are recognized for **two transferable credits to the B.Sc.N program at Ryerson Polytechnic University:**

- NURS4001 and NURS4002
- NURS4004.

COURSES

NURS4001	Critical Care Nursing – Theory and Lab – General
NURS4002	Critical Care – Pathotherapeutics
NURS4003	Critical Care Nursing – Practicum – General
NURS4004	Critical Care Nursing – Theory – Advanced
NURS4005	Critical Care Nursing – Practicum – Advanced

For more information, call Nazlin Kassam at (416) 415-2345.

GRADUATE *Profile*

Kevin White
RN Critical Care '96
Critical Care Temp
Olsten-Kimberley Quality Care

The RN Critical Care program is well known for the level of training it offers students. When the company I'm working for needed staff, they called the coordinator and asked for names.

Instruction starts with six weeks of theory – the fundamentals of critical care, we were given a lot of clinical practice. We were sent to major teaching hospitals where they worked with us slowly until we were able to function as critical care nurses.

The co-ordinator of the program has an exceptional knowledge base and grasp of critical care nursing. The instructors get to know you and the training is individualized.

Registered Nurse
Operating Room

Program code: S403
Nightingale Campus
16 weeks (1 semester)

Starting: September, January
Certification: Certificate

Apply to OCAS

PREREQUISITES
Registered Nurse with a current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario; current nursing experience in an active treatment centre (optional); BCLS, level C (Heart and Stroke Foundation); and a George Brown health form. Hepatitis B vaccination is strongly recommended.

SELECTION PROCEDURES
Registered Nurse in Ontario or eligibility for same.

ABOUT THE PROGRAM
This program prepares Registered Nurses to function competently as team members in an operating room. It offers unique clinical experience on a full-time basis.

The program is organized in two phases. Phase I consists of six weeks of theory, including:

- relevant anatomy and physiology
- principles of asepsis
- duties of scrub and circulating nurses
- intensive study of surgical interventions, their indications and complications.

Phase II is a ten-week practicum. During this time, students rotate through several services (e.g., General Surgery, Gynecology, Urology, ENT, Orthopedics, Plastics, Ophthalmology) and have observational experiences in neurosurgery and cardiovascular surgery. A major essay on a selected surgical topic is required during practicum.

Clinical experiences are scheduled in major Toronto hospitals, or outside Toronto in special circumstances.

COURSES

NURS4011	Operating Room Nursing – Theory and Labs
NURS4012	Operating Room Nursing – Practicum

For more information, call Virginia Warren at (416) 415-2349.

Registered Nurse
Perinatal Intensive Care

Program code: S404
Nightingale Campus
15 weeks (1 semester)

Starting: September, January
Certification: Certificate

Apply to OCAS

PREREQUISITES:
Registered Nurse with a current Certificate of Competence, College of Nurses of Ontario or, if from out-of-province, eligibility for registration in Ontario. Current nursing experience in the field of perinatology (i.e., obstetrics, nursery or NICU) would be an advantage; NRC (Neonatal Resuscitation Certificate, approved by the Heart and Stroke Foundation); brief résumé; and a George Brown health form. Hepatitis B vaccination is strongly recommended.

SELECTION PROCEDURES
All applicants are interviewed, and copies of the documents specified above are required.

ABOUT THE PROGRAM
This program prepares the registered nurse to provide comprehensive care to critically ill newborns and their families in an intensive care setting. The program will be offered through classroom self-study modules and tutorials as well as clinical experience. It is also available part-time via distance education with an on-site clinical component.

Training in theory includes:

- current concepts of perinatal nursing and high-risk pregnancy
- intervention available to critically ill infants with specific neonatal problems
- emotional care to the family of the high-risk newborn and for the health care provider
- ethical issues.

Practicum includes:

- observation in high-risk labour and delivery and antepartum units
- care of critically ill newborns
- use of advanced monitoring and diagnostic equipment
- operating room observation with pre- and post-op care
- participation with the transport team
- laboratory and X-ray interpretation
- care of the family of the critically ill infant
- application of current research findings.

Clinical practice is scheduled in neonatal intensive care units.

ADVANCED STANDING
Students are granted **two transferable credits towards the B.Sc.N program at Ryerson Polytechnic University** for the following courses:

- NURS4020 or NURS4022
- NURS4021 and NURS4023.

COURSES (15 weeks)

NURS4020	Perinatal Nursing – Theory
NURS4021	Perinatal Nursing – Clinical
NURS4022	Neonatal Intensive Care – Theory
NURS4023	Neonatal Intensive Care – Clinical

For more information, call Heather Urquhart at (416) 415-2351 or Tina Barbetta at (416) 415-2346.

Graduate Profiles

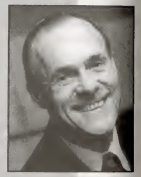
When I came to Canada, I met other people from Somalia who needed help in many ways.

They needed to know about housing, schools, immigration – so many things, so I decided to go back to school and learn to help them.

Being fully trained at George Brown, my placements were wonderful and I learned a lot in the classes. I especially liked the counselling course...we did a lot of practice and learned all the techniques I use at work now.

After graduation, I was surprised by the response to my 60 applications. I went on fifteen job interviews and was offered two jobs. My job is very satisfying. When you help a person in need, you feel very happy.

Farhia Ahmed
Community Worker '94
Settlement and Integration Counsellor
Somali Multi-Service Centre (Dejinta Beesha)



After I was "downsized" at the company where I'd been working, I went through the process of career counselling.

It was clear there were a number of people like myself who needed guidance and that there would be even more in the future. I looked around and talked to people in the field and decided to go to George Brown to upgrade my skills.

It was a very professional program. With a lot of opportunity to go out and practice what you were learning. For two of my three placements, I chose to work in the public sector to broaden my understanding of the changing world of work. It helped make theories a reality by allowing me to practice them in real-life situations. I chose to do my past placement at LMC, since I planned to go back into the private sector. When I finished, I was offered a temporary position with one of LMC's clients, and then LMC offered me a permanent contract.

The bottom line is that the program George Brown offers is just fantastic.

Don Phaneuf
Career and Work Counsellor '95
Consultant, LMC International

Hospitality & Tourism Centre

The George Brown College Hospitality & Tourism Centre's mission is to provide students with the skills, competencies and abilities to undertake meaningful employment in the hospitality industry.

The Centre is Canada's largest and most diversified culinary and hospitality/tourism training facility, with more than 20 specialized management, apprenticeship and skills-based programs. Centrally located in the heart of Canada's restaurant and hotel capital, it provides a centre of life-long learning for more than 1,800 full-time and almost 4,500 part-time students in its state-of-the-art hospitality building.

Students can progress through a variety of programs while at George Brown by combining blocks of specific curriculum. This leads to a variety of options for our students.

Several programs are unique to Canada. These include programs such as Chinese Cuisine and Chef Training – Aboriginal (Pre-Employment) and post-diploma programs such as Culinary Arts – Italian (with a three-month placement in Italy), Food and Nutrition Management (a one-year program leading to supervisory positions in the retirement home and health care industry), Patissier (advanced pastry work) and Sommelier (Canada's only certified wine appreciation and service program).

Special events, student/industry associations and on-campus clubs, plus regular guest speakers and guest chefs, make the Hospitality & Tourism Centre a unique place of learning.

For further information and appointments, phone (416) 415-2225.

Baking & Pastry Arts
formerly Baking Techniques

Program code: H108
St. James Campus
34 weeks (2 semesters)
Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes (with January start)

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM
The Baking & Pastry Arts program provides the complete in-school portion of the Apprentice Baker Certification program. Graduates receive total credit for their hours when they register as an apprentice baker. The Baking & Pastry Arts program contains all aspects of practical hands-on and theoretical training in the areas of breads, pastry, cakes and decorating. Sections are enhanced with nutrition, general education, business mathematics, business communication and introduction to computers.

CAREER PROSPECTS
Graduates of Baking & Pastry Arts may become apprentice bakers. This program gives graduates 900 hours of credit towards professional certification. Direct admission to the college's post-graduate Patissier program is available. Alternatively, graduates may open their own bakeries, or take positions in commercial bakeries, large hotels and institutions, or small bakery shops, concentrating in one of several specialist aspects of baking.

SEMESTER 1

GNED1004	General Education Foundation
HOSF10S3	Fermentation – Theory
HOSF1054	Fermentation – Practical
HOSF10S5	Pies – Theory
HOSF10S6	Pies – Craft
HOSF10S7	Muffins – Craft
HOSF10S8	Puff and Sweet Paste
HOSF1059	Puff and Sweet Paste – Theory
HOSF1060	Choux Paste – Practical
MATH1006	Business Mathematics

SEMESTER 2

COMM1047	Business Communications
COMP1082	Computer Skills and Applications
HOSF1061	Cookie – Theory
HOSF1062	Cookie – Craft
HOSF1063	Decorating – Theory
HOSF1064	Decorating – Craft
HOSF106S	Cake – Theory
HOSF1066	Cake – Craft
HOSF1067	Bakery Management
NUTR100S	Nutrition and Lifestyle

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

Baking and Patissier Apprenticeships

The George Brown Hospitality & Tourism Centre offers Ontario's most comprehensive range of baking apprenticeship programs.

Apprentices commence their three-year program by working with a certified journeyperson employer for one year. They then enter the college for two twelve-week blocks of training that are scheduled by the employer and the Apprenticeship Branch of the Ministry of Education and Training.

Class start dates: Basic Baker – September
Advanced Baker – January
Patissier – January or September
(day-release courses one day per week, normally on Tuesday)

For more information, call the Apprenticeship Branch of the Ministry of Education and Training at (416) 326-5800 or 1-800-387-5656, or see page 104.

Chef Training
(Pre-Employment)

Program code: H104
St. James Campus
34 weeks (2 semesters)
Apply to OCAS

Starting: September, January
Certification: Certificate
Summer classes (with January start)

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) with one credit in Grade 11 accounting or mathematics and Grade 12 English, or mature student status (see page 7).

ABOUT THE PROGRAM
This program provides the complete in-school portion of the apprentice cook certification program. Graduates will be considered for direct entry into the third semester of the Culinary Management program with the addition of accounting or for direct entry into the Culinary Arts – Italian program with acceptable work experience.

This program is equivalent to the in-school requirements of the provincial cook apprenticeship basic and advanced program. Graduates receive total credit for their hours when they register as an apprentice cook.

The program includes food theory classes covering all aspects of food products and preparation, and demonstrations by experienced, qualified chefs on how to prepare food items, followed by hands-on preparation by students using small- and large-quantity recipes to produce dishes served in our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as nutrition, kitchen management, and food, beverage and labour cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens. Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

CAREER PROSPECTS
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

ADVANCED STANDING
Students may qualify for the second year of Culinary Management and for Culinary Arts – Italian (post-diploma).

SEMESTER 1

HOSF1008	Bake Theory
HOSF1004	Techniques of Baking
HOSF1026	Culinary Techniques – Basic
HOSF1016	Large Quantity Food Preparation – Basic
MATH1006	Mathematics
HOSF1032	Food Theory – Basic
HOST1012	Restaurant Operations
GNED1004	General Education Foundation

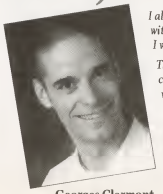
SEMESTER 2

HOSF1006	Pastry, Dessert and Related Theory
HOSF1033	Food Theory – Advanced
HOSF1028	Culinary Techniques – Advanced
HOSF1018	Cuisine à la Carte
NUTR1009	Nutrition and Lifestyle
HOST1006	Food, Beverage and Labour Control
COMP1082	Computer Skills and Applications
HOSF1010	Work Experience – Externship
COMM1059	Business Communications

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

GRADUATE *Profile*



Georges Clermont
Chef Pre-employment '92
Co-owner, Le Charolais

I always wanted to open a French restaurant. When someone I went to school with at George Brown asked me if I was interested in opening a place with him, I was ready to be my own boss.

The teachers at George Brown gave me some valuable insight into commercial cooking. A lot of them have European training, and that's extremely valuable. They love food and it shows in how they do their jobs.

For my three-week work term, I worked in a corporate dining room. It was small, so I got involved in all the phases of food preparation. I also got in some practice at the school. George Brown is very well equipped and everything is up to industry standards.

Occasionally, some of the staff from the program come to the restaurant for dinner. It's good to see that they go out of their way to support us.

Chef Training – Aboriginal
(Pre-Employment)

Program code: H107
St. James Campus
34 weeks (2 semesters)
Apply to OCAS

Starting: September
Certification: Certificate

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above general level) with one credit in Grade 11 accounting or mathematics and Grade 12 English, or mature student status (see page 7).

ABOUT THE PROGRAM
The Chef Training – Aboriginal – Pre-Employment program provides the complete in-school portion of the apprentice cook certification program. Graduates receive total credit for their hours when they register as an apprentice cook.

The Aboriginal program includes all aspects of practical hands-on and theoretical training offered in our traditional Chef Training program, with the addition of a six-week specialization in First Nations cuisine. Upon completion of this specialized module, the student will demonstrate skills in smoking, curing and native methods of food preparation. The student will be able to describe and demonstrate the culinary techniques of preparing venison, buffalo, fish and various furred and feathered game. Students will receive a thorough instruction on the culture and heritage of Aboriginal North American peoples.

CAREER PROSPECTS
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

ADVANCED STANDING
Students may qualify for the second year of Culinary Management and for Culinary Arts – Italian (post-diploma) program.

This program is unique in Canada.

SEMESTER 1

HOSF1008	Bake Theory
HOSF1004	Techniques of Baking
HOSF1026	Culinary Techniques – Basic
HOSF1016	Large Quantity Food Preparation – Basic
MATH1006	Business Mathematics
HOSF1032	Food Theory – Basic
HOST1012	Restaurant Operations
GNED1004	General Education Foundation

SEMESTER 2

HOSF1006	Pastry, Dessert and Related Theory
HOSF1033	Food Theory – Advanced
HOSF1028	Culinary Techniques – Advanced
HOSF1018	Cuisine à la Carte
COMP1082	Computer Skills and Applications
HOST1006	Food, Beverage and Labour Control
COMM1047	Business Communications
NUTR100S	Nutrition and Lifestyle
HOSF1010	Work Experience – Externship

ABORIGINAL MODULE

HOSF1068	Theory of Aboriginal Cuisine
HOSF1069	Heritage and Culture
HOSF1070	Aboriginal Culinary Techniques

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-222S between 9 a.m. and 4 p.m.

Chinese Cooking
(Basic)

Program code: H512
St. James Campus
8 weeks
Apply to George Brown College

Starting: Various times throughout the year
Certification: Certificate

PREREQUISITES
Grade 10 (with credits at or above general level).

SELECTION PROCEDURES
Before submitting your application, call the Hospitality & Tourism Centre to arrange for an interview (416-415-2250). At the interview, you must present: a completed application form, copies of transcripts, letters of recommendation, a letter stating your reasons for entering the program and proof of citizenship. Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM
This program prepares students for careers as cooks in Chinese restaurants. It teaches the food preparation, kitchen supervision and theoretical methods for various styles of Chinese cuisine. Students prepare regional specialties, such as Dim Sum, Cantonese cuisine, Szechuan cuisine, barbecue and chop suey-type dishes in our Chinese-style food laboratory. Each practice session is preceded by a demonstration and discussion of specific methods, conducted by a noted expert in that particular field. Cantonese terms are used throughout the course to describe ingredients and cooking methods. If the entire class is fluent in Cantonese, the class may be taught in that language.

CAREER PROSPECTS
Graduates are employed as third, second and first cooks and, with experience, chefs in a variety of Chinese restaurants. This program is actively supported by the Ontario Chinese Restaurant Association.

This program is unique in Ontario.

COURSES

HOSF5088	Sanitation
HOSF5071	Food Theory
HOST5012	Menu Planning
HOSF5048	Cantonese Preparation
HOSF50S0	Dim Sum Preparation
HOSF50S2	Chop Suey Preparation
HOSF50S4	Szechuan Preparation

For more information, call the co-ordinator at (416) 415-2250 between 9 a.m. and 4 p.m.

Chinese Cooking
(Advanced)

Program code: H514
St. James Campus
8 weeks

Starting: Various times throughout the year
Certification: Certificate

Apply to George Brown College

PREREQUISITES
Successful completion of the Chinese Cooking (Basic) program and work experience.

ABOUT THE PROGRAM
This program continues and elaborates on the skills acquired in the basic program and in the work experience. It reinforces the practical sessions on advanced food preparation by discussion of food storage, purchasing and receiving, recipe costing, portion control and yields, human relations, market evaluation, hospitality law and Chinese kitchen layouts. Cantonese terms are used throughout the course to describe ingredients and cooking methods. If the entire class is fluent in Cantonese, the class may be partially taught in that language.

CAREER PROSPECTS
Graduates are employed as third, second and first cooks and, with experience, chefs in a variety of Chinese restaurants. This program is actively supported by the Ontario Chinese Restaurant Association.

This program is unique in Ontario.

COURSES

HOSFS072	Food Theory
HOSTS020	Kitchen Management
HOSFS056	Cantonese Preparation
HOSFS058	Dim Sum Preparation
HOSFS062	Barbecue Preparation
HOSFS064	Chop Suey Preparation
HOSFS060	Szechuan Preparation

Students will complete a compulsory externship in a recognized Chinese restaurant between the basic and advanced program.

For more information, call the co-ordinator at (416) 415-2250 between 9 a.m. and 4 p.m.

Culinary Arts – Italian
(Post Diploma)

Program code: H401
St. James Campus
33 weeks (2 semesters)

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES
Applicants must have graduated from a two-year Culinary Management program, an Advanced Food Preparation program, an Advanced Apprentice Cook program or Chef Pre-Employment, and they must have one year of acceptable work experience. Throughout the program students are expected to work part-time in an Italian restaurant kitchen.

ABOUT THE PROGRAM
This program provides graduate cooks with the opportunity to study the culture, art and wines of Italy, as well as its many regional cuisines. Students combine a four-day-per-week, in-college skill development program with on-the-job practical experience in Toronto Italian restaurants. The final 15 weeks of the program will be an externship arranged by our Italian Advisory Committee in the finest Italian restaurants of Italy. Students actively participate in specialty fundraising events with the Italian restaurant community to assist in sponsoring their travel to and from Italy.

This program is unique in Canada.

CAREER PROSPECTS
Successful graduates will find employment in one of the many Italian specialty restaurants, or use the experience to enhance their repertoire of special menus for large hotels or institutions.

SEMESTER 1

HOSF4002	Dimensions of Italian Culture and Language
HOSF4008	Italian Culinary Theory
HOST4004	Italian Wines
HOSF4009	Italian Menu Development
HOSF4006	Classical and Contemporary Italian Food Preparation Techniques
HOSF4007	Italian Small Quantity Food Demonstration and Labs
HOSF4001	Italian Baking and Dessert Craft
HOSF4011	Italian à la Carte Kitchen and Dining Room Service

SEMESTER 2

HOSF4003	Work Experience – Externship in Italy

For more information, call Ivano Zambotti at (416) 415-2246 between 9 a.m. and 4 p.m.

GRADUATE *Profile*

Kevin Maniaci
Chef Pre-employment '92
Italian Culinary Arts '94
Chef, Ecco La Restaurant

I'd never been to Toronto before, so the Chef Pre-employment program was a good introduction to the restaurant industry in the city – as well as to the city itself. Afterward, I worked at Biagio Ristorante for a couple of years before they sponsored me to go back to George Brown to take the Italian Culinary Arts program.

Although we learned Italian art, history and language, my favourite part was a six-month trip to Italy. It was a great opportunity to absorb a new culture and learn a new slant on cooking.

Now, as chef at Ecco La, I'm responsible for ordering, scheduling, training apprentices – everything. George Brown prepared me by giving me insight into the business aspects of the industry as well as practical cooking skills.

Culinary Management

Program code: H100
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, with credits in Grade 11 accounting or mathematics and Grade 12 English, or mature student status (see page 7).

Graduates of Chef Pre-Employment, Basic and Advanced Food Preparation or an apprentice cook program qualify for direct entry into the second year.

BACKGROUND

Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM

The Culinary Management program's objective is to provide training in all aspects of food preparation, presentation and management.

Successful candidates complete the in-school portion of the Basic and Advanced Apprentice Cook program with the subsequent hours of credit.

After two years of work in the industry, graduates are eligible to write the professional certification examination for the trade of journeyperson cook.

CAREER PROSPECTS

Career opportunities in the field of professional food preparation are excellent. Graduates find employment in large hotels and food operations as well as in more intimate restaurants and clubs. Job descriptions include:

Chef de Partie – Reporting directly to the sous (assistant) chef, the chef de partie is responsible for the operation of a major department (partie) within a large kitchen organization, including the ordering and preparation of food, quality control, cost control and the supervision of staff.

Sous Chef – Reporting directly to the executive chef, the sous chef is responsible for the day-to-day preparation of food and the supervision of staff for all departments within the kitchen, ensuring that the food prepared meets the standards set by the establishment in quality and cost. The sous chef is also fully responsible for the kitchen in the absence of the executive chef.

ADVANCED STANDING

Students who successfully complete this program may be exempted from courses in Ryerson Polytechnic University's Bachelor of Applied Arts program in Hospitality and Tourism Management. This program also qualifies students for additional hours towards provincial certification as a cook. Graduates may take the Food and Nutrition Management or Culinary Arts – Italian program.

SEMESTER 1

HOSF1029	Food Theory – Basic
HOSF1023	Culinary Techniques – Basic
HOSF1013	Large Quantity Food Preparation – Basic
HOSF1007	Bake Theory
HOSF1041	Techniques of Baking
MATH1007	Business Mathematics
HOST1012	Restaurant Operations
MARK1010	Marketing I
ACCT1006	Accounting I
GNED1004	General Education Foundation

SEMESTER 2

HOSF1031	Food Theory – Advanced
HOSF1024	Culinary Techniques – Advanced
HOSF1014	Cuisine à la Carte
HOSF1002	Pastry, Desserts and Related Theory
NUTR100S	Nutrition and Lifestyle
COMP1082	Computer Skills and Applications
HOST100S	Food, Beverage and Labour Cost Control
COMM1047	Business Communications
ACCT1008	Accounting II
HOSF1010	Work Experience – Externship

SEMESTER 3

HOSF2004	Food Preparation Garde Manger
HOSF2003	International Cuisine à la Carte
HOSF2007	Advanced Pastry Skills I
LAW2014	Law
MARK2011	Marketing II
ACCT2017	Financial Management

SEMESTER 4

HOSF2013	Wines
HOSF2008	Culinary Techniques International
HOSF2001	Advanced Pastry Skills II
HRM2012	Human Resources
HOST2011	Management Projects
MARK2014	Marketing III
HOSF2002	Work Experience
HOST2006	Supervision

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

Food and Beverage Management
(Restaurant Management)

Program code: H102
St. James Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with one credit in Grade 11 accounting or mathematics and Grade 12 English, or mature student status (see page 7).

BACKGROUND

Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM

The Food and Beverage Management program's objective is to prepare students with thorough training in practical and management skills. The Hospitality & Tourism Centre's modern facilities include a fully equipped bar, food preparation stations and a private licensed dining lounge.

As well as the latest innovations in food service management, students learn banquet catering, food and beverage control, restaurant accounting, nutrition and human resource management.

The college has externship programs with many of Ontario's top restaurants and catering establishments.

CAREER PROSPECTS

Graduates can look forward to positions in restaurants, institutions and catering companies at the middle management level. Many begin their careers as management trainees, working in a variety of positions before promotion to department head, assistant manager or possibly manager of a food service operation. Job descriptions include:

Management Trainee – Working in all departments of a restaurant operation from food preparation to accounting, the management trainee learns all aspects of the business from the administrative point of view.

Manager – Managers are responsible for the complete operation of a restaurant or food service facility, from supervising employees to maintaining excellent customer relations.

Food and Beverage Manager – This person is responsible for one of the most challenging departments within a large food service operation or hotel. The position includes responsibility for training and supervising staff, planning menus, cost control, sanitation and an excellent food production system.

Owner – Often having started out with small fast-food or specialty restaurants, many of our graduates own and operate successful food operations.

ADVANCED STANDING

Students who successfully complete this program may be exempted from courses in Ryerson Polytechnic University's Bachelor of Applied Arts program in Hospitality and Tourism Management and the University of Calgary's Tourism and Hospitality Degree program. Graduates may also qualify for exemptions in other hospitality programs at George Brown.

SEMESTER 1

HOSF1029	Food Theory – Basic
HOSF1023	Culinary Techniques – Basic
HOSF1037	Food and Beverage Service I
MARK1004	Marketing I
HOST1012	Restaurant Operations
ACCT1006	Accounting I
COMM1047	Business Communications
COMP1082	Computer Skills and Applications
GNED1004	General Education Foundation

SEMESTER 2

MATH1006	Mathematics
HOSF1031	Food Theory – Advanced
HOSF1024	Culinary Techniques – Advanced
HOST100S	Food, Beverage and Labour Cost Control
COMM10S2	Business Communications II
HOST1011	Mixology
HOSF1038	Food and Beverage Service II
ACCT1008	Accounting II
HOSF1011	Work Experience – Externship

SEMESTER 3

HOSF2003	International Cuisine à la Carte
MARK2011	Marketing II
HRM2010	Human Resources
ACCT2017	Financial Management
HOST2006	Supervision
NUTR100S	Basic Nutrition

SEMESTER 4

LAW2011	Law and Security
HOST2013	Wines
MARK2014	Marketing III
HOSF2006	Advanced Food and Beverage Services
HOST2010	Management Projects
HOSF2002	Work Experience
HOST201S	Bar Management
ECON1011	Microeconomics

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

Food Preparation/General
(Basic)

Program code: H505
St. James Campus
18 weeks

Starting: Every 18 weeks
Certification: Certificate
Summer classes, depending on start date

Apply to George Brown College

PREREQUISITES
Grade 10 (with credits at or above general level) or equivalent, or mature student status (see page 7).

SELECTION PROCEDURES
Applicants must call the Hospitality & Tourism Centre at (416) 415-2225 to arrange for an interview. At the interview, you must present: a completed application form, copies of transcripts, letters of recommendation, a letter stating your reasons for entering the program and proof of citizenship. Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM
The program includes food theory classes covering all aspects of food product preparation, with demonstrations by experienced qualified chefs on how to prepare food items, followed by hands-on preparation by students using small- and large-quantity recipes to produce dishes served in our cafeterias and formal dining room.

These subjects are broadened by study in related areas such as sanitation, nutrition, kitchen management and food cost control. These provide a background that a student may use to understand and successfully work in the wide variety of contemporary industry kitchens.

CAREER PROSPECTS
Graduates of this program will find excellent opportunities for employment in all areas of the food service industry, including hotel kitchens, restaurants, institutions, and commercial and industrial catering organizations.

Students who successfully complete this program may be given direct entry into the advanced level program or enter the industry with 450 credit hours granted towards their professional designation as a journeyperson cook.

ADVANCED STANDING
This is a foundation program that can lead to all hospitality diploma programs. Students must complete the Food Preparation/General Basic and Advanced programs to receive the in-school portion of their apprenticeship.

COURSES

HOSF5028	Bake Theory
HOSF5003	Craft Techniques of Baking
COMM5027	Business English – Basic
HOSF5066	Culinary Techniques – Basic
HOSF5046	Quantity Food Preparation – Basic
MATH5009	Mathematics
NUTR5002	Basic Nutrition
HOSF5068	Food Theory – Basic
HOST5018	Kitchen Management

Students will complete an externship in Toronto's leading training restaurants, hotels or catering establishments as part of their program.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

Food Preparation/General
(Advanced)

Program code: H507
St. James Campus
18 weeks

Starting: Every 18 weeks
Certification: Certificate
Summer classes, depending on start date

Apply to George Brown College

PREREQUISITES
Grade 10 (with credits at or above general level) or mature student status (see page 7) and successful completion of Food Preparation/General (Basic).

ABOUT THE PROGRAM
This program completes the requirements for the in-school portion of the journeyperson cook certificate. Graduates are urged to enter the industrial training section of the apprenticeship program, for which they have hours credited.

Graduates may be considered for direct entry into the third semester of the Culinary Management program, if they obtain credits in accounting and computer concepts.

CAREER PROSPECTS
Excellent career opportunities are available in hotel restaurants, clubs and institutions as a cook. Graduates can progress to positions of head cook, chef or kitchen manager.

ADVANCED STANDING
Graduates of this program receive up to 450 hours towards their certification of qualification for the trade of cook. Students who successfully complete this program may enter the Food and Beverage Management, Culinary Management, and Culinary Arts – Italian programs.

COURSES

HOSF5004	Pastry and Desserts
HOSF5069	Food Theory – Advanced
HOSF5067	Culinary Techniques – Advanced
HOSF5047	Large Quantity à la Carte
HOSF5007	Food, Beverage and Labour Control
COMM5028	Business English – Advanced

Students will complete an externship in Toronto's leading restaurants, hotels or catering establishments as part of their program.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

Food Preparation Apprenticeship

The George Brown Hospitality & Tourism Centre offers Ontario's most comprehensive range of food preparation apprenticeship programs.

Apprentices commence their three-year program by working with a certified journeyperson employer for one year. They then enter the college for two twelve-week blocks of training that are scheduled by the employer and the Apprenticeship Branch of the Ministry of Education and Training.

Apprentices attend the college in January, March and September. They take the same program as described in Food Preparation/ General (Basic or Advanced) in this calendar.

For more information, call the Apprenticeship Branch of the Ministry of Education and Training at (416) 326-5800 or 1-800-387-5656, or see page 104.

Food and Nutrition Management
(Post Diploma)

Program code: H402
St. James Campus
33 weeks

Starting: September
Certification: Certificate

Apply to OCAS

PREREQUISITES
Applicants must have successfully completed either a two-year hospitality management program from an Ontario community college or completed the equivalent of basic and advanced apprentice cooking programs and selected management subjects.

SELECTION PROCEDURES
Candidates must attend an orientation as part of the selection process. Call the Hospitality & Tourism Centre to make an appointment at (416) 415-2225.

ABOUT THE PROGRAM
There is a critical need for certified food service supervisors in health care facilities across Ontario and Canada. With the dramatic growth of retirement, extended care and nursing homes, as well as hospitals and health care facilities catering to Canada's rapidly growing senior population, graduates of hospitality management programs are attracted to this well-paid, fulfilling and demanding occupation.

George Brown's one-year program is tailored to the food service and hospitality graduates of Ontario colleges. This post-diploma program includes courses in applied food chemistry, physiology, therapeutic diets, psychology, advanced nutrition, sanitation and safety, in addition to expanded financial management and human relations courses of the existing common core hospitality programs offered at George Brown and other Ontario colleges.

The program combines in-school instruction with compulsory clinical and administrative field work placements.

CAREER PROSPECTS
Graduates will qualify for membership in the Canadian Society of Nutrition Management. Membership in the CSNM is a prerequisite to holding a supervisory position in a provincially accredited health care facility.

This program is unique in Ontario

SEMESTER 1

PHSL4001	Basic Physiology
NUTR4002	Advanced Nutrition
HOSF4010	Infection Control and Safety
COMM4004	Communications
HOST4003	Menu Planning
NUTR4001	Therapeutic Diets

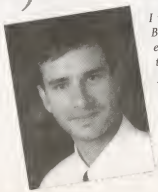
SEMESTER 2

NUTR4001	Therapeutic Diets
PSY4001	Introduction to Psychology
MGMT400S	Supervisory Techniques
HOSF400S	Experimental Applied Food Chemistry
HOST4002	Operational Controls
COMM4004	Communications
HOST4001	Food Service Facilities
HOSF4004	Field Placement

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-222S between 9 a.m. and 4 p.m.

GRADUATE *Profile*



Jari Keskitalo
Food and Nutrition Management '95
Assistant Food Service Manager
The Laughlen Centre

I wouldn't have this job without the training I received at George Brown. Although I was a restaurant manager in Helsinki, I didn't have experience in the health care industry. During the program I did two three-week placements, both at hospitals. It was my job to plan menus for the residents with different diets. It was hands on – I had the opportunity to use the knowledge I picked up in the classroom, and I'm sure that experience helps me now.

I've been working for a year, so I feel I can say that the program covered everything I need to know in this position. And I had great relationships with the instructors – they felt more like friends than teachers. Their support was wonderful and I always felt confident about approaching them for help.

Food Service and Bartending

Program code: H510
St. James Campus
18 weeks

Starting: Every 9 weeks
Certification: Certificate
Summer classes, depending on start date

Apply to George Brown College

PREREQUISITES:
Grade 10 (with credits at or above general level) or mature student status (see page 7).

SELECTION PROCEDURES
Applicants must call the Hospitality & Tourism Centre at (416) 415-2225 to arrange for an interview. At the interview, you must present: a completed application form, copies of transcripts, letters of recommendation, a letter stating your reasons for entering the program and proof of citizenship. Only payment of tuition or sponsorship will ensure the successful candidate's place in the program.

ABOUT THE PROGRAM
This 18-week program integrates the skills of food and beverage service techniques over two 9-week blocks.

The theory and practical skills of food service are taught in a formal dining room where students are required daily to serve five-course meals. Skills are built gradually, moving from the basic to the more complex. Bartending is taught in a modern, 22-station mixology laboratory with theory and hands-on practice combined. Semester 2 provides introductions to marketing, restaurant accounting procedures, wine appreciation and advanced service such as flambé work and food preparation at the tableside.

CAREER PROSPECTS
Graduates find positions in table service in large and small restaurants or food service operations from fast-food areas to fine formal dining rooms. In addition, the skill of bartending will allow the extra flexibility to obtain a position as a bartender in bars, taverns, discos and clubs.

ADVANCED STANDING
This is a foundation program that enables students to transfer credits to George Brown's Hotel Management, and Food and Beverage Management programs.

SEMESTER 1

HOSTS016	Mixology
HOSTS024	Dining Room Organization I
HOSTS02S	Dining Room Service I
MATHS001	Business Mathematics
COMMS04S	Business Communications

SEMESTER 2

LAWS004	Hospitality Law
ACCT500S	Hospitality Accounting Procedures
HOSTS017	Advanced Mixology
HOSTS028	Wines
HOSTS026	Dining Room Organization II
HOSTS027	Dining Room Service II
HOSFS044	Work Experience – Externship

Work experience is offered during the second semester of the program. It will replace two weeks of regular classes on a rotating basis.

For more information, call the Hospitality & Tourism Centre at (416) 415-222S between 9 a.m. and 4 p.m.

Sommelier
Advanced Professional Program

The Hospitality & Tourism Centre of George Brown College offers an advanced professional Sommelier program for management and service staff who are actively involved with the hospitality-tourism industry. Full day classes commence on January 5, 1998 and run each Monday for 20 consecutive weeks. Graduates of the program may be certified by the Sommelier Guild of Canada.

For more information, call (416) 415-2517.

Hotel Management

Program code: H103
St. James Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES:

Ontario Secondary School Diploma (with credits at or above general level), or equivalent, with credits in Grade 11 accounting and mathematics and Grade 12 English, or mature student status (see page 7). Credits in bookkeeping and business mathematics are useful.

ABOUT THE PROGRAM

The Hotel Management program's objective is to develop skills and competencies to work in all areas of a modern, full-service hotel.

Students learn practical skills in a fully equipped bar, food preparation stations, a private, licensed dining lounge and a front desk classroom which models a hotel operation.

CAREER PROSPECTS

Graduates can look forward to a variety of positions within a hotel, such as front office, sales, catering, beverage control, accounting, personnel or purchasing. There is also potential for careers in the closely related food service industry. Job descriptions include:

Front Office and Reception – The front office processes reservations, registers the guests, assigns rooms, handles complaints and provides information on all hotel services.

Sales – The salesperson visits local and out-of-town business executives, offering the hotel's guest rooms, banquet halls and seminar rooms for conventions and meetings.

Beverage – The food and beverage manager supervises all preparation and service staff, ensuring that all dining rooms and lounges are operating efficiently and profitably while maintaining high standards of food, beverage and service.

Banquets – The banquet manager supervises the setup and service of banquets, weddings, receptions, meetings and conventions.

Accounting – The food and beverage controller compiles cost and profit statistics, prices and menus, forecasts business trends and reports to management on cost-saving measures.

ADVANCED STANDING

Students who successfully complete this program may be exempted from courses in Ryerson Polytechnic University's Bachelor of Applied Arts program in Hospitality and Tourism Management, the University of Calgary's Tourism and Hospitality Management Degree program and a variety of programs in George Brown's Hospitality & Tourism Centre.

A special Hotel Management section is available to qualified international students.

SEMESTER 1

HOSF1029	Food Theory – Basic
HOSF1023	Culinary Techniques – Basic
MATH1006	Mathematics
HOSF1037	Food and Beverage Service I
HOST1012	Restaurant Operations
ACCT1006	Accounting I
COMM1007	College English
GNED1004	General Education Foundation

SEMESTER 2

HOST2002	Hotel Management I
HOST1011	Mixology
MARK1004	Marketing I
NUTR1005	Nutrition and Lifestyle
HOST1005	Food, Beverage and Labour Cost Control
COMM1052	Business Communications II
HOSF1038	Food and Beverage Service II
COMP1082	Computer Skills and Applications
ACCT1008	Accounting II
HOSF1011	Work Experience – Externship

SEMESTER 3

MARK2011	Marketing II
HOST2001	Hotel Management II
HRM2010	Human Resources
ACCT2017	Financial Management
HOST2013	Wines
HOST2008	Hotel Sales

SEMESTER 4

LAW2011	Law and Security
MARK2014	Marketing III
HOST2010	Financial Management Projects
HOSF2002	Work Experience
HOST2005	Supervision
HOSF2009	Operations Management
ECON1011	Microeconomics

Specific courses will not necessarily be offered in the semester indicated.

For more information, call the Hospitality & Tourism Centre at (416) 415-2225 between 9 a.m. and 4 p.m.

Faculty of Science and Technology

In today's fast-changing world, technology points our way to the future. In the Faculty of Science and Technology, we connect you to the dynamic world of technology through a wide array of innovative, career-oriented programs.

We know what it takes to succeed in today's job market. Our teachers bring years of real-world experience to the classroom, and they know the skills, knowledge and attitude that are critical to your success. Much of your learning takes place through project and lab work that simulates the demands of the workplace. Most programs include a self-directed computer literacy course to provide you with the foundation computer skills you need to support your learning in technology. Many programs include business and communication components, in addition to core technology courses, so that you have the full range of skills employers want – and the background you need to create your own employment.

Science and Technology programs are organized into five program "clusters":

- **Building Technology;**
- **Electrical/Electronics Technology;**
- **Environmental Systems Technology;**
- **Information Technology; and**
- **Mechanical Engineering Technology.**

Within each cluster is built-in flexibility that allows you to transfer certain credits to selected programs as you progress through your studies. And, when you graduate, you may receive advanced standing towards professional accreditation or a university degree.

We invite you to look through the following pages to discover how the Faculty of Science and Technology can connect you to the future.

Apprenticeship Programs

WHAT IS APPRENTICESHIP?

It is an agreement between a person like you who wants to learn a skill, and an employer who needs a skilled worker. Both the person who is learning and the employer who is training benefit from an apprenticeship. The apprentice becomes a fully qualified journeyperson, with skills that can provide him or her with a rewarding career. The employer gains a skilled worker who can help the company succeed.

HOW LONG DOES AN APPRENTICESHIP LAST?

Apprentices learn their skills through on-the-job practice. They spend two to five years learning their trade. About 90 per cent of the time is spent in the workplace. The rest is usually spent at a community college. While apprentices are learning, they are earning, too. Their employers pay them while they are training.

WHAT ARE THE ENTRANCE REQUIREMENTS?

In most trades, the minimum educational requirement is Grade 10. Employers and unions may insist, however, that applicants have a higher educational level as well as credits in specific subjects. Apprentices must be at least 16 years old.

HOW DO I REGISTER?

Apprentices are registered by the regional offices of the Ministry of Education and Training. You cannot register for an apprenticeship at George Brown College. Either you or your future employer can call the regional office and ask one of the consultants to visit your workplace. The consultant will make sure that you both understand what apprenticeship is all about.

Apprenticeships are also available in the following areas:

Hospitality	Printing	Hairstyling
Baker	Prepress	*see page 48*
Patissier	Press	
Food Preparation	Binding and Finishing	
See pages 90 and 99	*see page 52*	

The following apprenticeship programs are offered at George Brown College, but you must register for these programs with the Ministry of Education and Training. See the phone numbers listed below.

- Appliance Servicing
- Carpenter – General
- Electrical (Construction and Maintenance)
- Glazier and Metal Mechanic
- Industrial Mechanic (Millwright)
- Millwright (Construction)
- Plumber
- Refrigeration and Air Conditioning
- Sheet Metal Worker
- Tool and Die Maker

For more information on apprenticeship programs, visit or write to the Apprenticeship and Client Services Branch, Ministry of Education and Training, 625 Church St., 1st Floor, Toronto, Ontario M4Y 2E8, or call 1-800-387-5656.

Or you may call your local apprenticeship field office:

Toronto Central: (416) 326-5800

Toronto East: (905) 837-7721

Toronto West: (905) 279-7333

Architectural Technician

Drafting

Program code: T132
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7). Applicants with grade 11 Mathematics may be admitted, and take additional mathematics in semester 1 of the program.

ABOUT THE PROGRAM

This program is common to the first two years of the Architectural Technology program. The emphasis is on providing students with a thorough knowledge of architectural drafting and design skills, as well as an understanding of the building design and construction process.

Topics covered include computer-aided drafting and design, using Auto Architect and 3D Studio software; site surveying; and architectural presentation including perspective drawing, shades and shadow, and rendering. Courses also deal with building materials, quantity surveying (estimating the labour, materials and equipment required for a project), building codes, contracts and specifications. Classes simulate an office environment, with students working in small groups. Learning is project based, with one design project often being used as the basis for assignments in many courses that deal with different aspects of the building process.

CAREER PROSPECTS

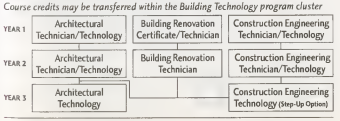
Graduates find employment in many areas of the architectural building industry. They work as technical assistants in an architectural office or in the building industry. As computer drafting technicians, they participate in the teams that produce design drawings, working drawings or shop drawings. In addition to the architectural and construction industries, graduates work as sales representatives and technicians in building products manufacturing firms and government departments.

ADVANCED STANDING

Graduates may continue in year 3 of the Architectural Technology program – or year 3 of the Construction Engineering Technology Project Management program (Step-Up Option).

Building Technology Program Cluster

Course credits may be transferred within the Building Technology program cluster



SEMESTER 1

CADE1006	Computer Aided Drafting I
BLDG1022	Building Industry Practices
BLDG1023	Architectural Materials & Methods I
BLDG1024	Architectural Plan Interpretation
ARCH1005	Architectural Technology I & Drafting
MATH1025	Mathematics I
COMM1007	College English
SSCI1008	The World of Work
COMP1082	Computer Skills and Applications

SEMESTER 2

BLDG1013	Building Code I
ARCH1006	Architectural Technology II & Drafting
CADE1002	Computer Aided Drafting II
BLDG1028	Site Development – Plotting
ARCH1007	Architectural Presentation I – Rendering
MATH1050	Applied Mathematics II
COMM1034	Professional Communications I
GNED	General Education Elective

SEMESTER 3

CADE2001	Computer Aided Drafting III
ARCH2004	Architectural Technology III & Drafting
BLDG2017	Mechanical Installations
BLDG2018	Electrical Installations
BLDG2014	Quantity Surveying and Estimating I
BLDG1025	Site Development – Field Practice
COMM1035	Professional Communications II
GNED	Environmental Issues in Technology

SEMESTER 4

BLDG2012	Building Code II
CADE3001	Computer Aided Drafting IV
ARCH2005	Architectural Technology IV & Drafting
BLDG1027	Theory of Structures I – Forces
BLDG2022	Contracts & Specifications I
BLDG1002	Architectural Materials & Methods II
GNED	General Education: History of Architecture

For more information, call the program co-ordinator John Wills at (416) 415-4376 or the Faculty of Science and Technology at (416) 415-4400.

Architectural Technology

Program code: T109
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7). Applicants with grade 11 Mathematics may be admitted, and take additional mathematics in semester 1 of the program.

ABOUT THE PROGRAM

The first two years of this program are common to the Architectural Technician program. The emphasis is on providing students with architectural drafting and design skills, an understanding of the building design and construction process, and a range of management skills used in the architectural and building industries.

Topics covered include computer-aided drafting and design, using Auto Architect and 3D Studio software; site surveying; and architectural presentation including perspective drawing, shades and shadow, and rendering. The program also offers courses that deal extensively with the business side of architecture: quantity surveying (estimating the labour, materials and equipment required for a project), construction law, contracts and specifications, and project administration.

Classes simulate an office environment, with students working in small groups. Learning is project based, with one design project often being used as the basis for assignments in many courses that deal with different aspects of the building process. Whenever possible, projects involve developing designs and proposals for actual buildings or other properties that students visit as part of their fieldwork.

CAREER PROSPECTS

Graduates have a broad background in architectural technical and administration skills that prepare them for employment in many areas of the architectural building industry. Architectural technologists typically hold advanced responsibilities in their jobs. They work as computer drafting technologists, project administrators, sales and marketing professionals, and as building officials such as plans examiners and inspectors. They may also choose to operate their own architectural drafting and design business.

The program provides graduates with the educational requirements needed to qualify for membership in the Association of Architectural Technologists of Ontario (AATO) and OACETT (A.Sc.T.).

ADVANCED STANDING

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

SEMESTER 1

CADE1006	Computer Aided Drafting I
BLDG1022	Building Industry Practices
BLDG1023	Architectural Materials & Methods I
BLDG1024	Architectural Plan Interpretation
ARCH1005	Architectural Technology I & Drafting
MATH1025	Mathematics For Technology I
COMM1007	College English
SSCI1008	The World of Work
COMP1082	Computer Skills and Applications

SEMESTER 2

BLDG1013	Building Code I
ARCH1006	Architectural Technology II & Drafting
CADE1002	Computer Aided Drafting II
BLDG1028	Site Development – Plotting
ARCH1007	Architectural Presentation I – Rendering
MATH1050	Mathematics for Technology II
COMM1034	Professional Communications I
GNED1003	General Education Foundation

SEMESTER 3

CADE2001	Computer Aided Drafting III
ARCH2004	Architectural Technology III & Drafting
BLDG2017	Mechanical Installations
BLDG2018	Electrical Installations
BLDG2014	Quantity Surveying and Estimating I
BLDG1025	Site Development II – Field Practice
COMM1035	Professional Communications II
GNED	Environmental Issues in Technology

SEMESTER 4

BLDG2012	Building Code II
CADE3001	Computer Aided Drafting IV
ARCH2005	Architectural Technology IV & Drafting
BLDG1027	Theory of Structures I – Forces
BLDG2022	Contracts & Specifications I
BLDG1002	Architectural Materials & Methods II
GNED	General Education: History of Architecture

SEMESTER 5

ARCH3007	Architectural Technology V & Design
ARCH3006	Architectural Presentations II – Colour
ARCH3003	Site Development – Urban Planning
BLDG3008	Contracts & Specifications II – Practice
BLDG3001	Building Science – Enclosure
CADE3002	Computer Aided Drafting V
ARCH2003	Theory of Structures II – Form/Space/Order

SEMESTER 6

ARCH3008	Architectural Technology VI & Drafting
BLDG3013	Building Science & Detailing
BLDG3009	Building Economics – Cost Planning
BLDG3010	Building Economics – Development
BLDG3011	Construction Law – Case Studies
BLDG3012	Project Administration
CADE 3003	Computer Aided Drafting VI

For more information, call the program co-ordinator John Wills at (416) 415-4376 or the Faculty of Science and Technology at (416) 415-4400.

Building Renovation
Certificate

Program code: T131
Casa Loma Campus
1 year (2 semesters)
Apply to OCAS

Starting: September, January
Course schedule may vary for January start; call program co-ordinator for details

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7). Applicants with grade 11 Mathematics may be admitted, and take additional mathematics in semester 1 of the program.

ABOUT THE PROGRAM

This program is common to the first year of the Building Renovation Technician program. Its focus is on building renovation skills, especially carpentry, and on business skills that graduates can use in running their own independent business. Residential and commercial renovations play an important role in the construction industry, and in the ongoing maintenance and improvement of properties. Renovating an existing property is often an attractive alternative to buying or building a new home.

Training takes place in the classroom and in two large, fully equipped shops where students practise their skills by framing and building a house. Topics covered include residential renovations, custom home construction, cabinetry, site layout, demolition, framing and finishing, and the building code. Students also gain experience in the business use of computers, including word processing, spreadsheets, presentations, CAD drawing software and Internet access.

This program is unique in Metro Toronto.

ADVANCED STANDING

Graduates may go directly to year 2 of the Building Renovation Technician program.

CAREER PROSPECTS

There is a growing demand for qualified renovators in the building industry. According to the Canadian Home Builders Association, more than half the spending in the Canadian construction industry takes place in the renovation field. By the year 2000, renovation and redevelopment projects are expected to make up 70 per cent of the construction industry.

Graduates find employment in the renovation and construction field working in renovation carpentry, general carpentry, building maintenance and other related areas. Graduates can also start their own business offering carpentry and renovation services.

SEMESTER 1

CADE1006	Computer Aided Drafting I
BLDG1020	Safety, Materials & Tools
DRFT1006	Architectural Plan Interpretation I
MATH1025	Mathematics for Technology I
COMM1007	College English
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

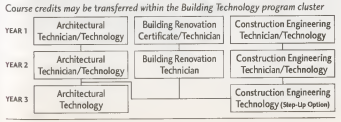
SEMESTER 2

BLDG1009	Renovation Methods & Materials I – Practical
BLDG1010	Renovation Methods & Materials I – Theory
BLDG1021	Building Layout (Field Surveying & Lab)
COMM1030	Business Communication & Contracts
GNED	General Education Elective

For more information, call the program co-ordinator Tom Stephenson at (416) 415-4393 (voice mail 6581) or the Faculty of Science and Technology at (416) 415-4400.

Building Technology Program Cluster

Course credits may be transferred within the Building Technology program cluster



Building Renovation Technician

Program code: T110
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7). Applicants with grade 11 Mathematics may be admitted, and take additional mathematics in semester 1 of the program.

ABOUT THE PROGRAM

The first year of this program is common with the Building Renovation Certificate program. Its focus is on building renovation skills, including carpentry and related trades, and on business skills that graduates can use in running their own independent business. Residential and commercial renovations play an important role in the construction industry, and in the ongoing maintenance and improvement of properties. Renovating an existing property is often an attractive alternative to buying or building a new home.

Training takes place in the classroom and in two large, fully equipped shops where students practise their skills by framing and building a house. Topics covered include residential renovations, custom home construction, cabinetry, site layout, demolition, framing and finishing, and the building code. Students also learn about custom millwork, stair construction, basic wiring and plumbing, drywalling and masonry.

Among the business skills covered are management and marketing; client relations; project management; scheduling, estimating and cost accounting; planning, sketching and drafting; and building science. Students also learn how to use computers in the renovation business, including word processing, spreadsheets, presentations and Internet access, as well as specialized software for CAD drawing, project management and estimating.

This program is unique in Metro Toronto.

ADVANCED STANDING

Graduates may continue in year 3 of the Construction Engineering Technology program.

CAREER PROSPECTS

There is a growing demand for qualified renovators in the building industry. According to the Canadian Home Builders Association, more than half the spending in the Canadian construction industry takes place in the renovation field. By the year 2000, renovation and redevelopment projects are expected to make up 70 per cent of the construction industry.

Graduates find employment in many areas of the renovation and construction field. Opportunities include renovation contracting, carpentry, site supervision, project management, estimating, technical sales and home inspections. Graduates can also start their own business offering these services.

SEMESTER 1

CADE1006	Computer Aided Drafting I
BLDG1020	Safety, Materials & Tools
DRFT1006	Architectural Plan Interpretation I
MATH1025	Mathematics For Technology I
COMM1007	College English
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

SEMESTER 2

BLDG1009	Renovation Methods & Materials I – Practical
BLDG1010	Renovation Methods & Materials I – Theory
BLDG1021	Building Layout (Field Surveying & Lab)
COMM1030	Business Communication & Contracts
GNED	General Education Elective

SEMESTER 3

BLDG2003	Renovation Methods & Materials II – Practical
BLDG2002	Renovation Methods & Materials II – Theory
BLDG2014	Quantity Surveying & Estimating I
BLDG2005	Construction Business Management & Marketing
DRFT2017	Architectural Plan Interpretation II
GNED	General Education: Building Science and the Environment

SEMESTER 4

BLDG2008	Renovation Methods & Materials III – Practical
BLDG2009	Renovation Methods & Materials III – Theory
BLDG2010	Construction/Renovation Project Management
BLDG2021	Planning & Scheduling
CADE1002	Computer Aided Drafting II
BLDG2019	Quantity Surveying & Estimating II
BLGD2027	Field Placement
GNED	General Education Elective

For more information, call the program co-ordinator Tom Stephenson at (416) 415-4393 (voice mail 6581) or the Faculty of Science and Technology at (416) 415-4400.

Construction Engineering Technician

Management

Program code: T101
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7). Applicants with grade 11 Mathematics may be admitted, and take additional mathematics in semester 1 of the program.

ABOUT THE PROGRAM

This program provides students with the skills and knowledge they need to organize and supervise all phases of residential and small commercial/industrial construction projects, from initial drawings to completion. Learning is project based, with courses in several subject areas focusing on different aspects of the same construction management project.

Topics covered include interpretation of working drawings (blueprints), onsite building layout, quantity surveying (estimating the labour, materials and equipment required for a project), building codes, contracts and specifications, and the characteristics of different types of buildings. Laboratory courses offer the opportunity for practical study and quality control testing of various building materials. Students also gain extensive computer experience, working with general business-use software as well as specialized construction management and estimating software.

CAREER PROSPECTS

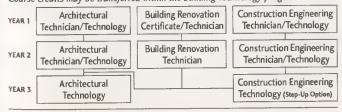
Graduates are prepared for a variety of supervisory jobs in the construction industry. Construction technicians have the training to work with general contractors, handling bidding and organizing and supervising the participation of the various trades involved in a project. Job opportunities may be found with general contracting firms, subcontractors, consulting firms and in sales with manufacturing companies related to the building industry.

ADVANCED STANDING

Graduates may continue in year 3 of the Construction Engineering Technology Project Management program (Step-Up Option).

Building Technology Program Cluster

Course credits may be transferred within the Building Technology program cluster



SEMESTER 1

CADE1006	Computer Aided Drafting I
BLDG1022	Building Industry Practices
BLDG1023	Architectural Materials & Methods I
BLDG1024	Architectural Plan Interpretation
BLDG1025	Site Development – Field Practive
MATH1025	Mathematics for Technology I
COMM1007	College English
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

SEMESTER 2

BLDG1013	Building Code I
BLDG1027	Theory of Structures I – Forces
BLDG1028	Site Development – Plotting
BLDG1026	Housing & Small Buildings (Wood Frame)
BLDG1002	Architectural Materials & Methods II
BLDG1029	Building Construction I – Foundations
MATH1050	Mathematics for Technology II
COMM1034	Professional Communications I
GNED	General Education: Economics

SEMESTER 3

BLDG2015	Site Development – Total Stationary Survey
ARCH3003	Site Development – Urban Planning
BLDG2016	Building Construction II – Super Structure
ARCH2003	Theory of Structures II – Form/Space/Order
BLDG2017	Mechanical Installations
BLDG2018	Electrical Installations
BLDG2014	Quantity Surveying & Estimating I
BLDG2005	Construction Business Management & Marketing
COMM1035	Professional Communications II
GNED	General Education: Environmental Issues in Technology

SEMESTER 4

BLDG2019	Quantity Surveying & Estimating II
BLDG2020	Building Construction III
BLDG2012	Building Code II
BLDG2010	Construction/Renovation Project Management
BLDG2021	Planning & Scheduling
BLDG2022	Contracts & Specifications I
GNED	General Education Elective

For more information, call the program co-ordinator John Wills at (416) 415-4376 or the Faculty of Science and Technology at (416) 415-4400.

Construction Engineering Technology

Project Management (Step-Up Option)

Program code: T105
Casa Loma Campus
1 year (2 semesters)

Starting: September
Certification: Diploma

Apply to George Brown College

PREREQUISITES

Diploma in a related two-year, college-level program (architectural, building renovation, construction engineering or other similar engineering specialty). Others may apply for direct entry (contact the co-ordinator).

ABOUT THE PROGRAM

This program provides students with the technical and business management skills and knowledge they need to act as managers for construction projects of all sizes and complexity. Building on their technical background, students gain an in-depth knowledge of construction industry management practices: contracts and specifications, bidding and estimating, quantity surveying (estimating the labour, materials and equipment required for a project), construction law, and managing schedules and cash flows.

Learning is project based, with courses in several subject areas focusing on different aspects of a single complex management project. Throughout, students gain extensive computer experience, working with general business-use software as well as specialized project management, bidding and estimating software.

This program is unique in the Greater Toronto Area.

CAREER PROSPECTS

Graduates meet the growing demand for professional construction managers in the construction industry, Canada's largest employer. Positions include senior-level jobs as project managers, professional quantity surveyors, estimators, construction superintendents, home builders, general contractors, subcontractors and building/home inspectors. Graduates may work for others or choose to start their own business.

ACCREDITATION/RECOGNITION

Graduates have the educational requirements needed to qualify as a Professional Quantity Surveyor, a designation awarded by the Ontario Institute of Quantity Surveyors, and as a Gold Seal Certified Project Manager, Estimator or Construction Superintendent, designations awarded by the Canadian Construction Association.

The program is accredited by major industry certification groups in Canada and abroad, enabling graduates to work in countries worldwide:

- **Canadian Construction Association (Gold Seal designation)**
- **Canadian Institute of Quantity Surveyors (PQS – Professional Quantity Surveyor – designation)**
- **Ontario Association of Certified Engineering Technicians and Technologists (OACETT)**
- **American Institute of Constructors (AIC-US)**
- **American Council for Construction Education (ACCE-US) (pending)**

ADVANCED STANDING

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

You are eligible for direct entry to the Step-Up Option after completing any of the following four-semester programs:

Architectural Technician	**T132**
Building Renovation Technician	**T110**
Construction Engineering Technician	**T101**

See previous pages for program descriptions.

SEMESTER 5

BLDG3005	Construction Methods & Equipment I
BLDG3004	Quantity Surveying & Estimating III
BLDG3006	Construction Management I
BLDG3008	Contracts & Specifications II
BLDG3001	Building Science – Enclosure
BLDG3003	Construction Safety Practices
HRM3001	Labour Relations & Human Resource Management
COMM3006	Technical Thesis
BLDG3007	Computer Applied Construction Practices – Bidding & Estimating

SEMESTER 6

BLDG2024	Construction Methods & Equipment II
BLDG2023	Quantity Surveying & Estimating IV
BLDG2025	Construction Management II
BLDG3011	Construction Law – Case Studies
BLDG3012	Project Administration
BLDG3009	Building Economics – Cost Planning
BLDG3010	Building Economics – Development
COMM3007	Technical Thesis
BLDG2026	Computer Applied Construction Practices – Scheduling & Project Management

For more information, call the program co-ordinator John Wills at (416) 415-4376 or the Faculty of Science and Technology at (416) 415-4400.

Electrical Engineering Technician

Power & Industrial Control

Program code: T111
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 math plus one senior science credit is required. Strong mathematics skills are essential for success in this program. Successful applicants may be tested on their mathematics and algebra skills.

ABOUT THE PROGRAM

This program is common to the first two years of the Electrical Engineering Technology program. The first year is also common to the Electronic Engineering Technician/Technology programs. The program focuses on the broad range of electrical power equipment and its electronic controls. Students learn the fundamentals of electrical theory and how various components work together in electrical systems. You will also study control equipment for motors, generators and manufacturing equipment used in industry.

All courses include hands-on laboratory experience – for example, in using different components to build and monitor a circuit, then recording, analysing and reporting results. Students also use Electronic Workbench software to practise computerized electrical simulations safely and at their own pace, and work with simulated components to study distribution and transmission systems and manufacturing equipment systems.

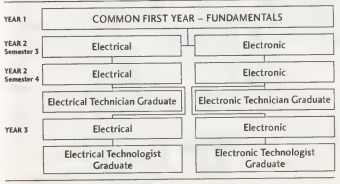
CAREER PROSPECTS

Graduates work with all kinds of electrical power and manufacturing equipment in a wide range of industries as electrical maintenance technicians working on electronically controlled equipment, test technicians in manufacturing plants, service technicians for electrical manufacturers and sales representatives and design technicians for equipment manufacturers.

ADVANCED STANDING

Graduates may continue in year 3 of the Electrical Engineering Technology program or in semester 3 of the Electronic Engineering Technician/Technology programs.

Electrical/Electronic Engineering Program Cluster



SEMESTER 1

ELCL1020	DC Circuits
ELCL1021	DC Applications
ELCL1022	DC Circuits Lab
CADE1006	Computer Aided Drafting I
COMM1007	College English
GNED1003	General Education Foundation
MATH1025	Mathematics for Technology I
COMP1082	Computer Skills and Applications

SEMESTER 2

ELCL1023	AC Circuits
ELCL1026	Semiconductor Devices
ELCL1024	AC Circuit Applications
ELCL1027	Semiconductor Applications
ELCL1025	AC Circuits Lab
MATH1047	Mathematics
COMM1034	Professional Communications I
GNED	General Education Elective

SEMESTER 3

DRFT2014	Drafting & Blueprint Reading
ELCL1005	Direct Current Machines
ELCL2002	Wiring Methods and Code
ELCL2009	Discrete Amplification
ELCL2010	Digital Systems
MATH2019	Mathematics II for Electronics
GNED	General Education Elective

SEMESTER 4

ELCL2008	Electrical Distribution Systems
ELCL2007	Alternating Current Machines
ELCL2011	Electric Machine Control
ELCL2012	Introduction to PLCs
ELCL2006	Technical Report
MATH2026	Mathematics
GNED	General Education Elective

For more information, call the program co-ordinator at (416) 415-4753 or the Faculty of Science and Technology at (416) 415-4400.

Electrical Engineering Technology

Power & Industrial Control

Program code: T114
Casa Loma Campus
3 years (6 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 math plus one senior science credit is required. Strong mathematics skills are essential for success in this program. Successful applicants may be tested on their mathematics and algebra skills.

ABOUT THE PROGRAM

The first two years of this program are common to the Electrical Engineering Technician program. The first year is also common to the Electronic Engineering Technician/Technology programs. The program focuses on the broad range of electrical power equipment and its electronic controls. Students learn the fundamentals of electrical theory and how various components work together in electrical systems. You will also study control equipment for motors, generators and manufacturing equipment used in industry. In the third year, you will explore more advanced subjects, learning how to protect electrical equipment from power fluctuations and how to design and put together complex electrical systems.

All courses include hands-on laboratory experience – for example, in using different components to build and monitor a circuit, then recording, analysing and reporting results. Students also use Electronic Workbench software to practise computerized electrical simulations safely and at their own pace, and work with simulated components to study distribution and transmission systems and manufacturing equipment systems. In their third year, students practise all the skills they have acquired as they research and design a major electrical project.

CAREER PROSPECTS

Graduates work with all kinds of electrical power and manufacturing equipment in a wide range of industries as designers or draftspersons in processing industries; maintenance positions in production areas; electrical systems designers for consulting engineering firms; estimators or supervisors for electrical contractors; quality control inspectors in manufacturing; design, sales and service for electrical utilities; designers or supervisors of substations, electrical networks or transmission lines; inspectors for government departments; and educators.

ADVANCED STANDING

Graduates may be eligible for advanced standing in the engineering program at Lakehead University and at the University of Victoria.

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

SEMESTER 1

ELCL1020	DC Circuits
ELCL1021	DC Applications
ELCL1022	DC Circuits Lab
CADE1006	Computer Aided Drafting I
COMM1007	College English
GNED1003	General Education Foundation
MATH1025	Mathematics for Technology I
COMP1082	Computer Skills and Applications

SEMESTER 2

ELCL1023	AC Circuits
ELCL1026	Semiconductor Devices
ELCL1024	AC Applications
ELCL1027	Semiconductor Applications
ELCL1025	AC Circuit Lab
MATH1047	Mathematics
COMM1034	Professional Communications
GNED	General Education Elective

SEMESTER 3

DRFT2014	Drafting & Blueprint Reading
ELCL1005	Direct Current Machines
ELCL2002	Wiring Methods & Code
ELCL2009	Discrete Amplification
ELCL2010	Digital Systems
MATH2019	Mathematics II for Electronics
GNED	General Education Elective

SEMESTER 4

ELCL2008	Electrical Distribution Systems
ELCL2007	Alternating Current Machines
ELCL2011	Electric Machine Control
ELCL2012	Introduction to PLCs
ELCL2006	Technical Report
MATH2026	Mathematics
GNED	General Education Elective

SEMESTER 5

ELCL3002	Protection of Electrical Equipment
ELCL3003	Electrical Lab Systems
EST3001	Electrical Estimating
DRFT2013	Electrical Drafting
PHY2007	Modern Physics
MATH3007	Mathematics

SEMESTER 6

ELCL3004	Electrical Machine Design
ELCL3010	Embedded Controls
ELCL3011	Industrial Electronics
ELCL3008	Programmable Logic Controllers
MATH3010	Probability & Statistics

For more information, call the program co-ordinator at (416) 415-4753 or the Faculty of Science and Technology at (416) 415-4400.

Electronics Engineering Technician

Program code: T112
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 math plus one senior science credit is required. Strong mathematics skills are essential for success in this program. Successful applicants may be tested on their mathematics and algebra skills.

ABOUT THE PROGRAM

This program is common to the first three semesters the Electronic Engineering Technology program. The first year is also common to the Electrical Engineering Technician/Technology programs. Students learn the fundamentals of electrical and electronic theory and how different components work together in electronic equipment. The focus is on understanding the underlying principles of electronics so students will be able to analyse and troubleshoot operations in the sophisticated, often unique, electronic equipment used throughout modern industry. A special feature is industrial-level training in surface mount technology and the miniaturized components used in today's leading-edge electronic products and equipment.

All courses include hands-on laboratory experience – for example, using electronic components to build a circuit following a schematic, then measuring and comparing results. Students also use applied computer aided design software to practise building computerized simulations of electronic circuits safely and at their own pace.

CAREER PROSPECTS

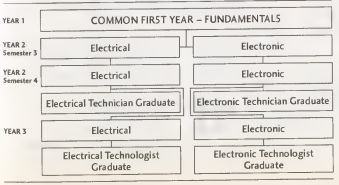
Graduates are responsible for the repair, installation, calibration and configuration of electronic systems in many fields. These include government and industry research and engineering departments, utility companies, radio and television broadcasting facilities, closed-circuit television studios, the oil industry, medical technology, aviation electronics and the telecommunications and computer industry.

As part of the program, graduates acquire PACE certification in surface mount technology, an industry-recognized qualification in high demand.

ADVANCED STANDING

Graduates may continue in semester 4 of the Electronic Engineering Technology program or in semester 3 of the Electrical Engineering Technician/Technology programs.

Electrical/Electronic Engineering Program Cluster



SEMESTER 1

ELCL1020	DC Circuits
ELCL1021	DC Applications
ELCL1022	DC Circuits Lab
CADE1006	Computer Aided Drafting & Design I
COMM1007	College English
GNED1003	General Education Foundation
MATH1025	Mathematics for Technology I
COMP1082	Computer Skills and Applications

SEMESTER 2

ELCL1023	AC Circuits
ELCL1026	Semiconductor Devices
ELCL1024	AC Applications
ELCL1027	Semiconductor Applications
ELCL1025	AC Circuits Lab
MATH1047	Mathematics
COMM1034	Professional Communications I
GNED	General Education Elective

SEMESTER 3

ELNC2053	Filters and Resonance
ELNC2054	Amplifier Circuits
ELNC2055	Analog Laboratory
ELNC2056	Digital Circuits
ELNC2057	Operational Amps and Applications
ELNC2058	Linear & Digital Labs
MATH2019	Mathematics III for Electronics
COMM1035	Professional Communications II
GNED	General Education Elective

SEMESTER 4

ELNC2066	Electronic Communications
ELNC2063	Microprocessors & Embedded Controllers
ELNC2064	Video Systems
ELNC2065	Surface Mount Technology & Lab
MATH2026	Mathematics
GNED	General Education Elective

For more information, call the program co-ordinator at (416) 415-4753 or the Faculty of Science and Technology at (416) 415-4400.

Electronics Engineering Technology

Program code: T113
Casa Loma Campus
3 years (6 semesters)
Apply to OCAS

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 math plus one senior science credit is required. Strong mathematics skills are essential for success in this program. Successful applicants may be tested on their mathematics and algebra skills.

ABOUT THE PROGRAM

The first three semesters of this program are common to the Electronic Engineering Technician program. The first year is also common to the Electrical Engineering Technician/Technology programs. Students learn the fundamentals of electrical and electronic theory and how different components work together in electronic equipment. The focus is on understanding the underlying principles of electronics so students will be able to analyse and troubleshoot operations in the sophisticated, often unique, electronic equipment used throughout modern industry. A special feature is industrial-level training in surface mount technology and the miniaturized components used in today's leading-edge electronic products and equipment. The three-year Technology program provides students with enriched mathematics and design courses to develop their analytical thinking and problem solving abilities. Training is also included in computerized design tools as well as the programming languages used in developing electronic devices.

All courses include hands-on laboratory experience – for example, using electronic components to build a circuit following a schematic, then measuring and comparing results. Students also use applied computer aided design software to practise building computerized simulations of electronic circuits safely and at their own pace. In a comprehensive third-year project, students carry out all phases in the development of an electronic product, from market research, design and costing through construction of a working prototype.

CAREER PROSPECTS

Graduates are employed in many fields: design and construction of electronic equipment; maintenance, repair and installation of computer systems and telecommunication systems; quality control management; sales and research. Openings occur in government, manufacturing, utility companies, radio and television broadcasting facilities, closed-circuit television studios, the oil industry, medical technology, aviation electronics and the telecommunications and computer industry.

As part of the program, graduates acquire PACE certification in surface mount technology, an industry-recognized qualification that is in high demand.

ADVANCED STANDING

Graduates may be eligible for advanced standing in the engineering program at Lakehead University and at the University of Victoria.

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

SEMESTER 1

ELCL1020	DC Circuits
ELCL1021	DC Applications
ELCL1022	DC Circuits Lab
CADE1006	Computer Aided Drafting I
COMM1007	College English
GNED1003	General Education Foundation
MATH1025	Mathematics for Technology I
COMP1082	Computer Skills and Applications

SEMESTER 2

ELCL1023	AC Circuits
ELCL1026	Semiconductor Devices
ELCL1024	AC Applications
ELCL1027	Semiconductor Applications
ELCL1025	AC Circuits Lab
MATH1047	Mathematics
COMM1034	Professional Communications I
GNED	General Education Elective

SEMESTER 3

ELNC2053	Filters and Resonance
ELNC2054	Amplifier Circuits
ELNC2055	Analog Laboratory
ELNC2056	Digital Circuits
ELNC2057	Operational Amps and Applications
ELNC2058	Linear & Digital Labs
MATH2019	Mathematics III for Electronics
COMM1035	Professional Communications II
GNED	General Education Elective

SEMESTER 4

ELNC2059	Operational Amplifier Circuit Design
ELNC2060	Wireless Communications Techniques
ELNC2061	Embedded Control Systems
ELNC2062	Assembler & C Programming
MATH2019	Mathematics III for Electronics
COMM3006	Technological Thesis
MECH2001	Mechanics
GNED	General Education Elective

SEMESTER 5

ELNC3025	Telecommunications Systems
ELNC3026	Component Technology and Standards
ELNC2063	Analog Control System Design
ELNC2064	Programmable Systems Design
MATH3007	Mathematics
PHY2007	Modern Physics
COMM3002	Technological Thesis

SEMESTER 6

ELNC3029	Automatic Control Systems
ELNC2065	Surface Mount Technology & Lab
ELNC3031	Thesis Project Design & Fabrication
MATH3010	Probability & Statistics

For more information, call the program co-ordinator at (416) 415-4753 or the Faculty of Science and Technology at (416) 415-4400.

Electronics Technician

Distance Education Certificate Program

Program code: T901
Home Study Program
32 weeks (2 semesters)
Apply by calling (416) 415-4726

Starting: Open enrolment
Certification: Certificate
or on the Internet at www.gbrownc.on.ca/GBCWEB/DistEd.html

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Students must have unrestricted access to a personal computer with CD-ROM drive.

BACKGROUND

An electronics background is helpful but not essential.

ABOUT THE PROGRAM

This program focuses on the skills needed to assemble, install, troubleshoot and repair electronic equipment used by consumers, business and industry. Students learn electronics theory and how to work with circuits and the various components of electronic systems such as capacitors, resistors, semiconductors, and amplifiers. The focus is on a broad understanding of the field that students can apply to many specific areas of interest or employment.

This is a Distance Education program, in which you complete all courses by studying at home, using an interactive learning package on a personal computer. Laboratory projects and assignments are also carried out in this way. The learning package consists of 23 courses on a CD-ROM that makes use of text, video, animations, computer-based testing and a computerized simulation of an electronics laboratory. Students also have telephone access to a tutor for personal assistance.

You may enrol at any time during the year and complete the courses in the learning package at your own rate of progress. Typical completion time for the program is 32 weeks.

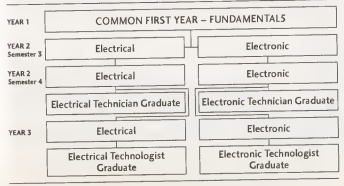
CAREER PROSPECTS

Graduates will be prepared to work as service technicians on electronic products and equipment used by consumers, business and industry. Typical activities include assembling, maintaining, testing, troubleshooting, repairing and upgrading equipment and systems.

ADVANCED STANDING

Credits from this program may be applied towards the Electronic Engineering Technician/Technology programs.

Electrical/Electronic Engineering Program Cluster



SEMESTER 1

Orientation & Review
Electric Circuits I
Electric Circuits II
DC Measuring Instruments
Network Theorums
Magnetism
Magnetic Circuits
Testing & Troubleshooting
AC Circuits I
AC Measuring Instruments
Capacitance & Capacitors

SEMESTER 2

Inductance & Inductors
Transformers
Resonance
AC Circuits II
AC Circuits III
Coupling & Filter Circuits
Semiconductors I
Semiconductors II
Amplifiers I
Amplifiers II
Digital Electronics I
Digital Electronics II

For more information, call the program information line at (416) 415-4726.

Electronics Technician

Microcomputers

Program code: T130
Casa Loma Campus
2 years (4 semesters)
Apply to OCAS

Starting: September, January
Certification: Diploma

PREREQUISITES
Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7).

BACKGROUND
An electronics background is helpful but not essential.

ABOUT THE PROGRAM
This program focuses on the skills needed to install, upgrade, troubleshoot and repair personal computer systems. Students gain a solid foundation in the theory and practice of electronics, especially as it relates to microcomputers. Topics covered include semiconductors, digital circuits, modem communications, local area networks and how to interface external devices to personal computers. In addition, you will learn fundamental programming techniques and use them to customize, install and operate communication and network software and typical off-the-shelf program packages.

A significant amount of class time is spent in the lab working with microcomputers and courses are taught by faculty with practical experience in the field of personal computers and telecommunications.

CAREER PROSPECTS
Graduates work as service technicians for personal computers, basic local area networks, digital electronics systems and communication transmission media. Typical responsibilities include assembly, installation, maintenance, testing, troubleshooting, repairing and upgrading minicomputer equipment and systems. In addition to paid employment, many graduates successfully start their own businesses as contractors and consultants.

ADVANCED STANDING
Credits from this program may be applied towards the Electronic Engineering – Technician/Technology programs.

SEMESTER 1

COMP1081	Introduction to Computer Programming
TELC1001	Telecommunications
COMM1007	College English
MATH102S	Mathematics for Technology I
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

SEMESTER 2

ELCL1016	DC/AC Electronic Circuits & Devices
ELCL1017	Electrical/Electronic Circuits Lab
ELCL1018	Digital & Microcomputer Fundamentals
ELCL1019	Digital & Microcomputer Lab
COMM1034	Professional Communications I
GNED	General Education Elective

SEMESTER 3

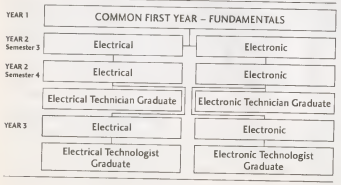
ELNC2045	Microcomputer Interfacing
ELNC2046	Microcomputer Interfacing Lab
ELNC2047	Personal Computer Systems
ELNC2048	PC Systems Lab
COMM103S	Professional Communications II
GNED	General Education Elective

SEMESTER 4

ELNC2049	Advanced Personal Computer Systems
ELNC20S0	Advanced PC Systems Lab
ELNC2051	Data Communications – Theory
ELNC20S2	Data Communications Lab
GNED	General Education Elective

For more information, call the program co-ordinator at (416) 415-4753 or the Faculty of Science and Technology at (416) 415-4400.

Electrical/Electronic Engineering Program Cluster



Refrigeration and Air Conditioning

Program code: T504
Casa Loma Campus
1 year (2 semesters)
Apply to OCAS

Starting: September (pending approval by the Ministry of Education and Training)
Certification: Certificate

PREREQUISITES
Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM
This program covers the background skills and knowledge to help you get employment as an apprentice in the refrigeration and air conditioning industry. The emphasis is on refrigeration equipment used for home cooling and for cooling systems in business and industry. Students gain a hands-on understanding of how this equipment and its individual parts work. Fully half the program is shop-based, as students practice working with cooling systems and their components. The focus is on gaining a broad base of knowledge so graduates are prepared to work on all types of specialized refrigeration and air conditioning equipment.

Completing this program may exempt you from the basic phase in your apprenticeship program, and/or reduce your required hours of on-the-job training by 1,000 hours.

CAREER PROSPECTS
Graduates will be prepared to enter the apprenticeship program leading to certification as a journeyperson (required in Ontario) in the refrigeration and air conditioning industry. Careers in this field include the installation, maintenance, troubleshooting and repair – of refrigeration and air conditioning equipment.

ADVANCED STANDING
Graduates may continue their training by entering the Air Conditioning/Refrigeration Engineering Technician/Technology programs. This advanced standing into the second year of the Air Conditioning/Refrigeration Engineering Technician/Technology programs will require successful completion of HVAC1002, HVAC 1004 and HVAC 1005 or equivalent outcomes. These additional courses may be taken during a regular semester or through Continuing Education.

SEMESTER 1

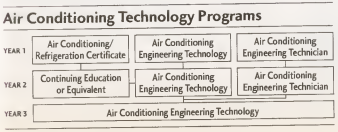
HVAC1010	Installation Methods I
HVAC1001	Refrigeration Theory
HVAC1006	Electrical Fundamentals for HVAC
HVAC1009	Drafting
GNED1003	General Education Foundation

SEMESTER 2

COMP1082	Computer Skills and Applications
HVAC1011	Installation Methods II
MATH102S	Mathematics for Technology I
COMM1007	College English
GNED	General Education Elective

For more information, call the program co-ordinator Chris Vickers at (416) 415-4366 or the Faculty of Science and Technology at (416) 415-4400.

Air Conditioning Technology Programs



Air Conditioning/Refrigeration

Engineering Technician

Program code: T100
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM

This program is common to the first two years of the Air Conditioning/Refrigeration Engineering Technology program. The focus is on the design, operation and control of environmental systems in buildings, including heating, ventilation and air conditioning (HVAC). Students learn practical skills for working on these systems – soldering, wiring and electrical circuitry, for example. You will also gain the practical skills and theoretical knowledge needed to develop specifications and designs for HVAC systems using computer aided design software.

The program follows industry-standard design practices for residential, commercial and industrial systems, as established by the Heating, Refrigeration and Air Conditioning Institute (HRAI) and the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE). As part of the program, students can take the qualifying exam for HRAI certification, widely recognized in industry.

CAREER PROSPECTS

Graduates will be prepared for a range of jobs in the HVAC field. Technicians work with engineers and technologists on the design of building systems, calculating heat loads and sizing pipes, air distribution ducts and equipment. They may also plan site layouts and develop drawings using computer aided design software. Other employment opportunities include sales, system balancing and cost estimating for projects. Experienced technicians may also work as self-employed specialists in the field.

Upon completion of the program, many graduates pursue membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

ADVANCED STANDING

Graduates may continue in year 3 of the Air Conditioning/Refrigeration Engineering Technology program.

SEMESTER 1

HVAC1001	Refrigeration Theory
HVAC1003	Laboratory Applications
HVAC1002	Heat Load Calculation
HVAC1006	Electrical Fundamentals for HVAC
HVAC1009	Drafting
GNED1003	General Education Foundation

SEMESTER 2

COMP1082	Computer Skills and Applications
HVAC1005	Fuels Technology
HVAC1004	HVAC System Design I
HVAC1008	Electrical Circuit Analysis for HVAC
MATH1025	Mathematics for Technology I
COMM1007	College English
GNED	General Education Elective

SEMESTER 3

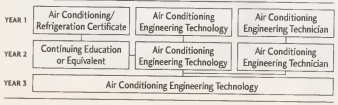
HVAC2006	Laboratory Applications
HVAC2001	HVAC System Design II
HVAC2002	System Control
CADE1006	Computer Aided Drafting I
MATH2003	Mathematics
GNED	General Education Elective

SEMESTER 4

HVAC2003	Refrigeration Theory
HVAC2004	HVAC System Design III & Drafting
HVAC2009	Estimating
CADE1002	Computer Aided Drafting II
MATH3003	Applied Mathematics
GNED	General Education Elective

For more information, call the program co-ordinator Chris Vickers at (416) 415-4366 or the Faculty of Science and Technology at (416) 415-4400.

Air Conditioning Technology Programs



Air Conditioning/Refrigeration

Engineering Technology

Program code: T107
Casa Loma Campus
3 years (6 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits in English and Mathematics at grade 12 level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM

The first two years of this program are common to the Air Conditioning/Refrigeration Engineering Technician program. The focus is on the design, operation and control of environmental systems in buildings, including heating, ventilation and air conditioning (HVAC). Students learn practical skills for working on these systems – soldering, wiring and electrical circuitry, for example. You will also gain the practical skills and theoretical knowledge needed to develop specifications and designs for HVAC systems using computer aided design software. Additional training is provided in specialized areas such as energy management, contract administration, and the use of sophisticated industrial software for calculating heat loads and designing HVAC systems. You will also carry out a typical technologist's assignment by researching and analysing a detailed technical topic for class presentation.

The program follows industry-standard design practices for residential, commercial and industrial systems, as established by the Heating, Refrigeration and Air Conditioning Institute (HRAI) and the American Society of Heating, Refrigeration and Air Conditioning Engineers (ASHRAE). As part of the program, students can take the qualifying exam for HRAI certification, widely recognized in industry.

CAREER PROSPECTS

Graduates will be prepared for a wide range of jobs in the HVAC field. These include designing HVAC systems and working in property management to ensure that building control and mechanical systems function correctly. Technologists work directly with engineers and technicians on the design of building systems, calculating heat loads and sizing pipes, air distribution systems and equipment. They also plan site layouts and develop drawings using computer aided design software. Technologists also serve as project co-ordinators, acting as a liaison between engineers and site mechanics, and are employed in equipment research and development to handle testing and quality control. Experienced technologists may also work as self-employed specialists in the field.

Upon completion of the program, many graduates pursue membership in the Ontario Association of Certified Engineering Technicians and Technologists (OACETT).

ADVANCED STANDING

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

SEMESTER 1

HVAC1001	Refrigeration Theory
HVAC1003	Laboratory Applications
HVAC1002	Heat Load Calculation
HVAC1006	Electrical Fundamentals for HVAC
HVAC1009	Drafting
GNED1003	General Education Foundation

SEMESTER 2

COMP1082	Computer Skills and Applications
HVAC1005	Fuels Technology
HVAC1004	HVAC System Design I
HVAC1008	Electrical Circuit Analysis for HVAC
MATH102S	Mathematics for Technology I
COMM1007	College English
GNED	General Education Elective

SEMESTER 3

HVAC2006	Laboratory Applications
HVAC2001	HVAC System Design II
HVAC2002	System Control
CADE1006	Computer Aided Drafting I
MATH2003	Mathematics
GNED	General Education Elective

SEMESTER 4

HVAC2003	Refrigeration Theory
HVAC2004	HVAC System Design III & Drafting
HVAC2009	Estimating
CADE1002	Computer Aided Drafting II
MATH3003	Applied Mathematics
GNED	General Education Elective

SEMESTER 5

HVAC3003	Refrigeration Theory
HVAC3001	HVAC System Design IV
HVAC3007	Computer Applications
CADE2004	Computer Aided Drafting III
MATH3004	Applied Mathematics
COMM3006	Technological Thesis I

SEMESTER 6

HVAC300S	Energy Management
HVAC3002	HVAC System Design
HVAC3006	Plumbing & Fire Protection
HVAC3009	Contract Administration
CADE3008	HVAC Computer Aided Design
COMM3007	Technological Thesis II

For more information, call the program co-ordinator Chris Vickers at (416) 415-4366 or the Faculty of Science and Technology at (416) 415-4400.

Appliance Servicing Technician

Program code: T503
Casa Loma Campus
24 weeks

Apply to OCAS

Starting: September, March
Certification: Certificate

PREREQUISITES

Grade 10 or equivalent, or mature student status (see page 7). Successful completion of a mechanical aptitude test may be required.

ABOUT THE PROGRAM

This program provides a thorough knowledge of the theory and skills required for maintenance and repair of major appliances. Students should have a high mechanical aptitude. Graduates are prepared for occupations in servicing and as factory representatives, field representatives, appliance salespeople, appliance parts sales representatives, appliance inspectors and production supervisors. Courses in laundry equipment, refrigeration and electrical appliances are presented in modules.

During the refrigeration course a one day CFC workshop is available as an option (the workshop has a small additional fee). A CFC certificate is mandatory for those planning to handle refrigerants.

Upon successful completion of the program, students may apply to join the Canadian Electronic and Appliance Service Association (CESA).

This program is unique in Metro Toronto. It is delivered at an accelerated pace. That is, students are in class for approximately 30 hours per week for 24 weeks.

CAREER PROSPECTS

Servicing – Graduates diagnose service problems and repair clothes washers, clothes dryers, dishwashers, ranges, microwave ovens, refrigerators, freezers and window air conditioners. This may be done in the customer's home or other locations.

Sales – The sales representative markets and gives technical advice to potential customers in department or appliance stores.

COURSES

APPL5011	Electricity for Appliances
MATH5031	Basic Mathematics I
APPL5001	Conventional and Microwave Ranges
APPL5002	Basic Refrigeration and Refrigerators
MGMT5002	Small Business Management
APPL5003	Freezers and Room Air Conditioners
APPL5004	Dishwashers and Clothes Dryers
APPL5005	Clothes Washers and Compactors
COMP 1082	Computer Skills and Applications

For more information, call
Rob Forbes in the
Faculty of Science and Technology at
(416) 415-4367.

Gas Technician

Program code: T502
Casa Loma Campus
3 semesters

Apply to OCAS

Starting: September
(pending approval by the Ministry of Education and Training)
Certification: Certificate

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status (see page 7).

ABOUT THE PROGRAM

This program is offered in a fully equipped shop that allows students plenty of hands-on practice. The complexity and variety of gas equipment in operation today has created a need for well-trained gas burner technicians who are knowledgeable in gas appliances.

Training meets the recommendations of the joint government/industry task force for the propane and natural gas industries. Each module includes some self-directed materials. The program provides instruction in the installation and servicing of gas-fired appliances. The program has been designed to create a blend between theory and practice by including classroom instruction and practice in the gas shop.

A G-2 certificate is awarded upon successful completion of written and practical certification examinations and evidence.

CAREER PROSPECTS

Graduates of the Gas Technician program find wide and diverse employment opportunities in the gas servicing industry. Past graduates have found employment with gas companies and their prime contractors, as well as independent heating companies. Successful completion of the program allows you to install, alter, purge, activate, repair, service and/or remove a natural gas and/or propane appliance, and to perform the functions of a gas technician II.

Graduates who seek self-employment may elect to open their own businesses. Many graduates from the Gas Technician program are working today as sub-contractors offering their services to major heating and utilities companies in the industry.

ADDITIONAL TRAINING OPPORTUNITIES

Students who hold a valid Gas Technician II licences and who have provided evidence of required industry experience may apply to take the Gas Technician I training.

COURSES

HVAC5007	Gas Technician III
HVAC5018	Gas Technician II (Part A)
HVAC5008	Gas Technician II (Part B)
MATH1070	Mathematics Skills for Technology
MATH1025	Mathematics for Technology I
COMM1007	College English
GNED1003	General Education Foundation
GNED	General Education Elective
GNED	General Education Elective
COMP1082	Computer Skills and Applications

For more information, call the
Faculty of Science and Technology at
(416) 415-4362.

Computer Programmer

Program code: T201
Casa Loma Campus
2 years (4 semesters)
Optional third year

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics (at or above general level) are required. Applicants may be required to attend an assessment/interview.

SELECTION PROCEDURES

An entrance examination and/or personal interview may be required for acceptance.

BACKGROUND

Familiarity with computers and computer programming is helpful but not necessary. However, to succeed in the program, applicants must have solid ability in mathematics and English, as well as a strong aptitude for problem solving. Additionally, students must be able to communicate orally and in writing and be able to work effectively with others.

ABOUT THE PROGRAM

You will learn the full range of skills required to write programs for networks based on the two most widespread technologies used by business today: client/server and Internet/Intranet. The most popular programming languages and development tools are covered, including C++, Java, SQL, PowerBuilder and Visual Basic. Training will take place using industry-standard Pentium computers running Microsoft Windows 32-bit operating systems. You will also become familiar with Microsoft, Novell and Internet protocols for networks, as well as servers incorporating the latest technology from NetWare, Windows NT and Unix.

This program is common with the first four semesters of the Computer Programmer/Analyst program.

CAREER PROSPECTS

Graduates find opportunities to work with systems based on client/server and Internet/Intranet technology in businesses of all sizes and types, including those that specialize in systems development work for corporate clients. As a programmer, you will take part in project teams responsible for the development of new applications and the maintenance and support of existing applications.

SEMESTER 1

COMM1007	College English
MATH102S	Mathematics for Technology I
GNED1003	General Education Foundation
COMP1076	Computer Architecture Fundamentals
COMP1077	Desktop Operating Systems Fundamentals
COMP106S	Introduction to Computer Programming Using Java
COMP1078	Office Application Software
COMP1082	Computer Skills and Applications

SEMESTER 2

MATH1012	Mathematics for Information Technology
GNED	General Education Elective
COMP1030	Information Systems
COMP1079	Desktop Database Programming
COMP2068	Networking Technologies for Developers
COMP201S	Object Oriented Programming

SEMESTER 3

COMM1034	Professional Communications I
GNED	General Education Elective
COMP2069	SQL (Structured Query Language)*
COMP2070	Data Modeling & Analysis*
COMP2042	Power Builder Fundamentals
COMP2067	Applications Development Using Visual Basic
COMP2080	Data Structures Using C++

SEMESTER 4

COMM103S	Professional Communications II
GNED	General Education Elective
COMP2078	Design of Object Oriented GUI Applications*
COMP2079	Project Management & Implementation*
COMP2077	Operating Systems for Client/Server Environments*
COMP2076	Advanced Client/Server Application Development I
COMP2061	Internet Programming in Java and Java Script

**Courses may be taught in only the first or second half of the semester.*

For more information, call the program co-ordinator Dick Sash at (416) 415-2154 or the Faculty of Science and Technology at (416) 415-4400.

Computer Programmer/Analyst

Program code: T127
Casa Loma Campus
3 years (6 semesters)

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Grade 12 English and mathematics (at or above general level) are required. Applicants may be required to attend an assessment/interview.

SELECTION PROCEDURES

An entrance examination and/or personal interview may be required for acceptance.

Depending on their prior training and experience, applicants may qualify for admission directly into the third year of this program. Contact the department for further information.

BACKGROUND

Familiarity with computers and computer programming is helpful but not necessary. However, to succeed in the program, applicants must have solid ability in mathematics and English, as well as a strong aptitude for problem solving. Additionally, students must be able to communicate orally and in writing and be able to work effectively with others.

ABOUT THE PROGRAM

The first four semesters of this program are common to the Computer Programmer program. You will learn the full range of skills required to write programs for networks based on the two most widespread technologies used by business today: client/server and Internet/Intranet. The most popular programming languages and development tools are covered, including C++, Java, SQL, PowerBuilder and Visual Basic. Training will take place using industry-standard Pentium computers running Microsoft Windows 32-bit operating systems. You will also become familiar with Microsoft, Novell and Internet protocols for networks, as well as servers incorporating the latest technology from NetWare, Windows NT and Unix.

In the third year, your training will be extended to cover the design and development of complex business systems, using the latest Oracle design and development tools. You will also have the opportunity for in-depth study of database management and administration, as well as the use of Internet/Intranet tools for business systems. A hands-on systems development project will allow you to apply the skills you have learned, from initial analysis and design, to specifying, constructing and implementing a complex business application.

CAREER PROSPECTS

Graduates find opportunities to work with systems based on client/server and Internet/ Intranet technology in businesses of all sizes and types, including those that specialize in systems development work for corporate clients. As a programmer/analyst, you will take part in project teams responsible for the development of new applications and the maintenance and support of existing applications. Your additional training in advanced tools for systems analysis and design will enable you to move quickly into positions where you will participate in the analysis and design of complex systems for business-wide use.

SEMESTER 1

COMM1007	College English
MATH102S	Mathematics for Technology I
GNED1003	General Education Foundation
COMP1076	Computer Architecture Fundamentals
COMP1077	Desktop Operating Systems Fundamentals
COMP106S	Introduction to Computer Programming Using Java
COMP1078	Office Application Software
COMP1082	Computer Skills and Applications

SEMESTER 2

MATH1012	Mathematics for Information Technology
GNED	General Education Elective
COMP1030	Information Systems
COMP1079	Desktop Database Programming
COMP2068	Networking Technologies for Developers
COMP201S	Object Oriented Programming in Java and C++

SEMESTER 3

COMM1034	Professional Communications I
GNED	General Education Elective
COMP2069	SQL (Structured Query Language)*
COMP2070	Data Modeling & Analysis*
COMP2042	Client/Server Power Builder Fundamentals
COMP2067	Applications Development Using Visual Basic
COMP2080	Data Structures Using C++

SEMESTER 4

COMM103S	Professional Communications II
GNED	General Education Elective
COMP2078	Design of Object Oriented GUI Applications*
COMP2079	Project Management & Implementation*
COMP2077	Operating Systems for Client/Server Environments*
COMP2076	Advanced Client/Server Application Development I
COMP2061	Internet Programming in Java and Java Script

SEMESTER 5

COMP303S	Rapid Application Design
COMM1082	The Interview and Professional Presentations
COMP3036	Rapid Application Design Using Case
COMP3034	Client/Server Development Fundamentals II
COMP2061	Internet Programming in Java and Java Script

SEMESTER 6

COMP3038	Systems Project Implementation
COMM1083	Presentation Skill Development*
COMP3040	Preparation of Presentation for Project*
COMP3037	Advanced Client/Server Development II
COMP3039	Advanced Internet/Application Development
COMP3041	Database Administration & Support

**Courses may be taught in only the first or second half of the semester.*

For more information, call the program co-ordinator Dick Sash at (416) 415-2154 or the Faculty of Science and Technology at (416) 415-4400.

Information Systems

Program code: T128
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above the general level) or equivalent, or mature student status (see page 7). Successful applicants will be tested on their English and mathematics skills. Based on those results, they may be required to complete a skills development course before progressing to semester 1 English and mathematics courses.

SELECTION PROCEDURES

If the number of qualified applicants exceeds the number of seats available in the program, an entrance examination and/or personal interview may be required for acceptance.

BACKGROUND

Familiarity with computers and computer programming is helpful but not necessary. However, to succeed in the program, applicants must have solid ability in mathematics and English, as well as a strong aptitude for problem solving. Additionally, students must be able to communicate orally and in writing and be able to work effectively with others.

ABOUT THE PROGRAM

You will learn all the skills necessary to support the business use of internal computer networks using popular client/server and Internet/Intranet technology. Training will cover the installation and configuration of software and hardware, as well as user support and network administration. You will gain programming skills in Access, Visual Basic and Java, plus training in multimedia applications – the newest specialty area in today's electronic environment. You will work with industry-standard Pentium computers running the latest Microsoft Windows applications and operating systems. Your experience will include Microsoft, Novell and Internet protocols for networks, as well as servers incorporating the latest technology from NetWare and Windows NT.

CAREER PROSPECTS:

Graduates find many opportunities as user support specialists and network administrators in businesses of all sizes and types. Opportunities also exist in the growing number of companies that provide computer support services to other businesses, as well as in organizations that specialize in the sale and installation of computer systems and networks. Besides working in network installation and administration, you may also work directly with business users by offering training services and ongoing support to assist them in using computer applications effectively.

Graduates will be prepared to write several of the examinations leading to industry certification in Network Administration and Support.

SEMESTER 1

COMM1007	College English
MATH102S	Mathematics for Technology I
GNED1003	General Education Foundation
COMP1076	Computer Architecture Fundamentals
COMP1077	Desktop Operating Systems Fundamentals
COMP106S	Introduction to Computer Programming Using Java
COMP1078	Office Application Software
COMP1082	Computer Skills and Applications

SEMESTER 2

MATH1012	Mathematics for Information Technology
GNED	General Education Elective
COMP1030	Information Systems
COMP2066	Office Application Development
COMP1079	Desktop Database Programming
COMP1080	Internet Application Development Fundamentals

SEMESTER 3

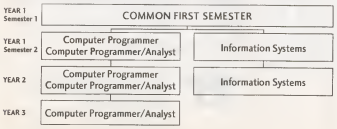
COMM1034	Professional Communications I
GNED	General Education Elective
COMP206S	Installing and Supporting Windows 9S
COMP2062	Visual Basic Programming Fundamentals
COMP2063	Essential Networking Technology
COMP2064	Windows Server Administration & Support

SEMESTER 4

COMM103S	Professional Communications II
GNED	General Education Elective
COMP2073	Multimedia Technology & Applications
COMP2071	Advanced Visual Basic Programming
COMP2074	Novell NetWare Administration
COMP2072	Internet Services Installation & Support

For more information, call the program co-ordinator Dick Sash at (416) 415-2154 or the Faculty of Science and Technology at (416) 415-4400.

Information Technology Program Cluster



Mechanical Engineering Technician

Design

Program code: T118
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and math credits are required.

Depending on their prior training and experience, applicants may qualify for admission directly into any semester of this program. Contact the department for further information.

ABOUT THE PROGRAM

Mechanical engineering technicians play a key role in Canada's manufacturing and service industries.

Students receive a solid foundation in the fundamental areas of mechanical engineering technology: engineering sciences, introduction to automation, mechanical design practices for automated industry, and computer-aided engineering. Students will use computerized design software which combines three-dimensional modelling with production-proven design/drafting capabilities.

CAREER PROSPECTS

With their wide range of skills, graduates become members of the technical teams that design and maintain the mechanical and automated equipment used in virtually every industry. Opportunities exist at the production level, as well as in such areas as machine design, tool design, product design, consulting engineering and sales.

ADVANCED STANDING

The first four semesters of this program are common to the Mechanical Engineering Technologist – Design program. Graduates may enter directly into year 3 of that program.

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

The Ministry of Education and Training is currently developing vocational standards for the mechanical engineering technology disciplines. Program length or content is subject to change pending results of the review and consultation with industry.

SEMESTER 1

CADE1006	Computer Aided Drafting I
COMM1007	College English
MATH102S	Mathematics for Technology I
MENG1027	Introduction to Machining Fundamentals
MENG1026	Engineering Design I
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

SEMESTER 2

COMM1034	Professional Communications I
MATH105O	Mathematics for Technology II
MENG1008	Manufacturing Processes
ELCL1028	Electrical Fundamentals
MENG1028	Engineering Design II
CADE1004	Computers in Engineering Applications
GNED	General Education Elective

SEMESTER 3

MENG200S	Mechatronics I
MENG2008	Control Technology I
CADE2003	Computer Aided Design I
MENG2017	Geometric Dimensioning & Tolerancing
SCI1007	Engineering Science I
COMM103S	Professional Communications II
GNED	General Education Elective

SEMESTER 4

MENG2009	Mechatronics II
MENG2010	Control Technology II
MATH201S	Mathematics for Technology III
SCI200S	Engineering Science II
CADE2004	Computer Aided Design II
GNED	General Education Elective

For more information, call the program co-ordinator Valeria Varga at (416) 415-4379 or the Faculty of Science and Technology at (416) 415-4400.

Mechanical Engineering Technologist

Design

Program code: T121
Casa Loma Campus
3 years (6 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and math credits are required.

Depending on their prior training and experience, applicants may qualify for admission directly into any semester of this program. Contact the department for further information.

ABOUT THE PROGRAM

Mechanical engineering technologists play a key role in Canada's manufacturing and service industries.

The first four semesters of this program are common to the Mechanical Engineering Technician – Design program. Students receive a solid foundation in the fundamental areas of mechanical engineering technology: engineering sciences, introduction to automation, mechanical design practices for the automated industry and computer-aided engineering. Students use computerized design software which combines three-dimensional modelling with production-proven design/drafting capabilities. Third-year courses offer more advanced study in key subjects, as well as the opportunity for students to apply their skills in a comprehensive design project.

CAREER PROSPECTS

With their wide range of skills, graduates are prepared to become members of the technical teams that design and maintain the mechanical and automated equipment used in virtually every industry. Opportunities exist at the production level, as well as in such areas as machine design, tool design, product design, consulting engineering and sales. The in-depth knowledge technologists have generally makes them eligible for more senior-level responsibilities at an earlier stage in their careers.

ADVANCED STANDING

Graduates may be eligible for advanced standing in the engineering program at Lakehead University.

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

The Ministry of Education and Training is currently developing vocational standards for the mechanical engineering technology disciplines. Program length or content is subject to change pending results of the review and consultation with industry.

SEMESTER 1

CADE1006	Computer Aided Drafting I
COMM1007	College English
MATH102S	Mathematics for Technology I
MENG1027	Introduction to Machining Fundamentals
MENG1026	Engineering Design I
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

SEMESTER 2

COMM1034	Professional Communications I
MATH105O	Mathematics for Technology II
MENG1008	Manufacturing Processes
ELCL1028	Electrical Fundamentals
MENG1028	Engineering Design II
CADE1004	Computer Engineering Applications
GNED	General Education Elective

SEMESTER 3

MENG200S	Mechatronics I
MENG2008	Control Technology I
CADE2003	Computer Aided Design I
MENG2017	Geometric Dimensioning & Tolerancing
SCI1007	Engineering Science I
COMM103S	Professional Communications II
GNED	General Education Elective

SEMESTER 4

MENG2009	Mechatronics II
MENG2010	Control Technology II
MATH201S	Mathematics for Technology III
SCI200S	Engineering Science II
CADE2004	Computer Aided Design II
GNED	General Education Elective

SEMESTER 5

MENG3008	Project Design I
MENG3009	Manufacturing Control Applications I
MATH2014	Mathematics IV
CADE3006	Computer Aided Design III
DRFT1018	Theory of Machines I
SCI2006	Engineering Science III

SEMESTER 6

MENG3010	Project Design II
MENG3011	Manufacturing Control Applications II
MENG3012	Finite Element Analysis
DRFT1019	Theory of Machines II
MENG1019	Fluid Mechanics
SCI3002	Engineering Science IV

For more information, call the program co-ordinator Valeria Varga at (416) 415-4379 or the Faculty of Science and Technology at (416) 415-4400.

Mechanical Engineering Technician

Tool & Die Making

Program code: T116
Casa Loma Campus
2 years (4 semesters)

Starting: September
Certification: Diploma

Apply to OCAS

PREREQUISITES

Ontario Secondary School Diploma (with credits at or above general level) or equivalent, or mature student status. Grade 12 English and math credits are required.

Depending on their prior training and experience, applicants may qualify for admission directly into any semester of this program. Contact the department for further information.

ABOUT THE PROGRAM

Mechanical engineering technicians play a key role in Canada's manufacturing and service industries. They use both traditional machining skills and advanced computer-aided manufacturing techniques to create manufacturing production equipment – called jigs and fixtures – as well as dies for metal stamping.

Rapid changes in technology have caused a revolution in tool and die-making methods, bringing innovations such as the use of ceramic tools, electrical discharge machines (EDM) and computer numerical control of production processes. In this program, students develop skills in these areas by training in well-equipped shops, classrooms and laboratories.

CAREER PROSPECTS

Graduates can look forward to careers in the modern production industry in fields such as tool and die making, quality control, process planning, estimating and technical sales. They may wish to gain further qualifications by pursuing an apprenticeship as a machinist, tool and die maker or mold maker.

ADVANCED STANDING

Graduates may continue their training by entering the Mechanical Engineering Technologist – Design program (T1210. In this case, they may wish to upgrade their knowledge by taking science, CAD and design courses, either by adding courses from the Mechanical Engineering Technician – Design program or through Continuing Education.

Graduates may continue their studies via distance education, full-time or part-time at George Brown College.

The Ministry of Education and Training is currently developing vocational standards for the mechanical engineering technology disciplines. Program length or content is subject to change pending results of the review and consultation with industry.

SEMESTER 1

CADE1006	Computer Aided Drafting I
COMM1007	Communications
MATH102S	Mathematics for Technology I
MENG1002	Engineering Design – Theory I
MENG1007	Machining Fundamentals I
GNED1003	General Education Foundation
COMP1082	Computer Skills and Applications

SEMESTER 2

CADE1004	Computer Engineering Applications
COMM1034	Professional Communications I
MATH1050	Mathematics for Technology II
MENG1008	Manufacturing Processes
MENG1009	Engineering Design – Theory II
MENG1004	Machining Fundamentals II
GNED	General Education Elective

SEMESTER 3

CADE2012	Computer Aided Manufacturing I
COMM103S	Professional Communications II
DRFT1014	Jig & Fixture Design I
MENG2002	Jig & Fixture Making
GNED	General Education Elective

SEMESTER 4

CADE2013	Computer Aided Manufacturing II
MATH2015	Mathematics for Technology III
DRFT2007	Jig & Fixture Design II
MENG2004	Die Making
GNED	General Education Elective

For more information, call the program co-ordinator Valeria Varga at (416) 415-4379 or the Faculty of Science and Technology at (416) 415-4400.

Graduate Profiles

Working for a number of years before I went back to school, I decided to work with my mind instead of my body.

The George Brown program got me exactly where I wanted to be – in the design industry. The program helped prepare me by teaching me the engineering skills necessary to understand the mechanical realm.

After graduation, my first job was working as a technologist designer for a company that manufactured material handling equipment for the glass industry. Now I'm working for CDI, an engineering technical services management company. My career has gone from designing material handling equipment to working in the aviation industry.

Even now I'm continuing my education, working part-time on a degree from Bemidji State University through the Bell Centre for Distance Education at George Brown.

Derrick McLeod
Mechanical Engineering Technology '96
Designer-Detailer
CDI Corporation

The program gave me an in-depth understanding of various types of computer languages.

That's important because it meant I had more options when it came time to look for a job. The computer lab was very good – it had all of the programs we needed and they made sure we got enough hours to practise.

The instructors were supportive. One of them was always available in the evenings and on weekends and if we had a question or problem he'd come to the lab and help us out.

I found my job through the job postings at George Brown. There was a good selection of positions that I was qualified to apply for.

Lallita Singh
Information Systems '96
Programmer
Rogers Direct Marketing Centre

Course Descriptions

Course descriptions are subject to change and not all courses appear in this listing. The following courses are listed in alpha-numeric order by course code. If a course that you are looking for is not shown, call the telephone number indicated on your program page for information.

ACCT1001 Introduction to Accounting I
The accounting cycle including columnar journals, subsidiary ledgers, work sheets, adjusting and closing entries financial statement, notes and interest, payroll account, voucher system.

ACCT1006 Accounting I
Accounting is the language of business. This course prepares the student to make managerial decisions based on financial information. In this course, the student will learn the basics of accounting.

ACCT1008 Accounting II
Students learn to use basic financial information to prepare statements and financial reports. Prerequisite: ACCT1006.

ACCT1011 Accounting for Decision Making
This course emphasizes an understanding of managerial accounting techniques in planning, organizing and controlling operations in a company. Analyzing financial reports, interpreting the results, describing the managerial decision processes and identifying the uses of accounting information as a decision-making tool are covered.

ACCT1012 Introduction to Accounting II
This course continues from ACCT1001 to introduce students to fundamental accounting concepts and principles. Emphasis is placed upon the application of generally accepted accounting principles within the framework of the text topics examined; preparation and analysis of financial reports; and use of financial accounting information. Prerequisite: ACCT1001; Corequisite: ACCT1013.

ACCT1014 Introductory Accounting
This course provides students with an understanding of the accounting process as applied to a service organization, the mechanics of the accounting cycle form the recording of the original entry through the preparation of financial statements, petty cash and the bank reconciliation statement.

ACCT1015 Financial Accounting
The primary objective of the course is to provide the student with the productive skills and knowledge to understand the role of accounting information required to function in today's economy.

ACCT1018 Financial Management and Analysis I
This course examines financial statements with emphasis on financial analysis of the balance sheet, the income statement and combined market ratios, financial concepts in the areas of securities availability, valuation, investing, inflation, value of money and financial markets.

ACCT1019 Financial Management and Analysis II
Short-term financing sources, dividend policy and retained earnings, issuing securities, earnings, long-term financing sources, preferred and common shares, convertible securities and warrants and international finance are introduced.

ACCT1029 Financial Management and Analysis I
This course introduces the student to financial statements. Emphasis will be on financial analysis using the balance sheet, the income statement and combined market ratios. Financial concepts in the areas of securities availability and valuation, investing, inflation, value of money and financial markets will be addressed.

ACCT1030 Financial Management and Analysis II
This course concentrates on short-term financing sources, underwriting, common stocks, RRSP regulations and strategies, and portfolio analysis. A major emphasis will be placed on the application of financial concepts to current events in the financial community.

ACCT1031 Accounting Information Systems I
This course continues to build upon the skills learned in COMP1082, by introducing additional worksheet, graphing, and database capabilities utilizing accounting applications software. Prerequisites: ACCT1001, COMP1082; Corequisite: ACCT1012.

ACCT2001 Financial Accounting I
This course will introduce students to financial accounting. The course will include coverage of accounting principles, reporting and statement preparation, accounting for assets and current liabilities/contingencies, concepts of revenue recognition and income determination, and the overall theoretical structure of accounting. Prerequisites: ACCT1012.

ACCT2004 Financial Accounting II
This course builds upon the skills learned in Financial Accounting I. The student is introduced to additional intermediate financial accounting concepts. The student will learn to apply these concepts through the completion of exercises and problems. Prerequisites: ACCT2001.

ACCT2007 Auditing I
This course introduces students to auditing. The course will include coverage of professional standards and ethics, legal responsibility and liability, planning audits, gathering evidence, evaluating internal controls, preparing working papers, and auditing the income statement and the balance sheet accounts. Prerequisites: ACCT2001.

ACCT2011 Management Accounting I
This course introduces the student to the basic concepts of cost accounting, including the following: an overall perspective of Managerial Accounting, basic cost terms and classifications, job order costing, process costing, cost behaviour, cost-volume-profit relationships, variable costing as a management tool, overhead costing for planning and control. Prerequisites: ACCT1012.

ACCT2012 Accounting Information Systems III
In the computer lab, the students will acquire an understanding of computerized accounting by creating a company file, inputting transactions and preparing financial statements using ACCPAC General Ledger and Accounts Receivable. Prerequisites: ACCT1031.

ACCT2013 Accounting Information Systems IV
In the computer lab, the students will acquire an understanding of computerized accounting by creating a company file, inputting transactions and preparing reports using ACCPAC Accounts Payable and Canadian Payroll. Prerequisites: ACCT2012.

ACCT2014 Management Accounting II
This course introduces the student to the basic concepts of cost accounting, including the following: budgeting techniques, control through standard cost; flexible budgets and overhead analysis; decentralized operations; pricing of products and service; relevant costs for decision making and capital budgeting. Prerequisites: ACCT2011.

ACCT2015 Management Accounting
This course is for non-accountants who want an understanding of managerial accounting techniques used in planning, organizing and controlling operations within a company. Prerequisite: ACCT1004.

ACCT2017 Financial Management
Explore the accounting functions of the hospitality business. Emphasis is placed on the financial data that may be acquired and from which managerial decisions may be made. Prerequisites: ACCT1006, ACCT1008, HOST1005.

ACCT2028 Taxation I
This course introduces the students to the administration of the income tax act, liability for tax for individuals, calculation of income from business, property, employment and capital gains, calculation of non-refundable tax credits, deductions for RRSP and RPP plans.

ACCT3001 Management Accounting III
Given instructions and cases, students will demonstrate in class discussions, in assignments and on tests their ability to integrate cost accounting principles covered in ACCT2011 and ACCT2014. Prerequisite: ACCT2014.

ACCT3002 Taxation II
This course examines GST implication for individuals, income attribution rules, death of taxpayer, non-arm's length transfers, ordering of deductions/losses and loss carryover rules, calculation of taxes payable for corporations, implications of corporate tax on individuals.

ACCT3003 Auditing II
This course teaches the student the purposes of, and techniques used, for various type of audits. Emphasis is on operational audits and devising control systems to ensure maximum efficiency and effectiveness in an organization. This includes assessing management's needs and the critical personnel issues and professional standards an internal auditor must deal with daily. Also emphasized is the use of computers in auditing various activities within the company and the ways the auditor communicates his findings to management. Prerequisite: ACCT2007.

ACCT3004 Finance II
Given examples and instructions, students will demonstrate in class assignments and on tests their understanding of capital budgeting and long-term financing. Prerequisites: ACCT3008.

ACCT3005 Advanced Accounting I
This course introduces the student to the basic concepts of inter-corporate accounting, including consolidations using the purchase method, reporting at acquisition and subsequent to acquisition, consolidation of non-wholly-owned subsidiaries, reporting in later years, additional aspects of consolidations and pooling of interests. Prerequisites: ACCT2004.

ACCT3006 Advanced Accounting II
This course introduces the student to the basic concepts of segmented reporting, accounting for international activities and foreign currency translation, and accounting for non-business organizations and fund accounting and reviews the CICA Handbook requirements for the above. Prerequisites: ACCT3005.

ACCT3007 Financial Management for Marketing
Given examples, instructions, problems and cases, students will demonstrate in class, on assignments, and on tests, their ability to understand and apply the basic concepts of financial management and business ethics.

ACCT3008 Finance I
This course introduces the basics of financial management including financial analysis, forecasting, leverage, working capital management mergers and international finance.

ACCT4001 Financial Management for Sport and Event Marketing
This course introduces the student to financial statement analysis, planning and forecasting, leverage and break-even analysis, management of working capital, capital budgeting, financing sources, staffing and the management of liability and risk.

ACCT4002 Accounting Fundamentals I
This course introduces the student to the concepts and basic processes of Accounting. The course emphasizes the conceptual framework on which Accounting is based, and explores the process of analyzing financial transactions for the purpose of recording them. The use of recorded information for the purpose of sound business decision-making is stressed.

ACCT4003 Accounting Fundamentals II
The student will apply knowledge gained in ACCT4002 to business situations. This course has been designed specifically for students who wish to major in Business Management, Marketing, Logistics and other disciplines. It is not recommended for students who wish to major in Accounting.

ACCT5005 Hospitality Accounting Procedures
Learn to follow simple, basic procedures used in the hospitality business to maintain accountability and control over revenues and assets, focusing on those controls that fall within the responsibility of a server or bartender.

ANAT1000 The Body Alive
This course is designed to provide the student with a fundamental understanding of the human body. It includes developmental, organizational and functional principles. Throughout the course, specific references emphasize relationships among structure, function and mechanisms that permit humans to survive in and interact with their environment both physical and social. This course helps students become scientifically literate when reading and assessing information regarding the human organism.

ANAT1006 Anatomy and Physiology I
A fundamental background in anatomy and physiology are provided to the student. Throughout the course, emphasis will be on how structure determines function and how homeostasis is maintained.

ANAT1010 Functional Anatomy
This course will examine the anatomy and physiology of the dentulous and edentulous mouth. Relationships of occlusion and jaw movements will be studied utilizing various biomechanical principles. Topics that will be covered include structure and design, force transmission and other physical and mechanical aspects.

ANAT1011 Anatomy and Physiology II
This course is designed to further enhance the student's knowledge of the structure and function of the human body. The relationship between anatomy (structure) and physiology (function) will be emphasized throughout, the concept of homeostasis is explored further, and integration of the cardiac, respiratory and urinary function is developed.

ANAT1017 Anatomy for O.P. III
Students will study functional skeletal and muscular anatomy, especially as it relates to orthotic and prosthetic fit and function, the anatomy and function of all the major joints, blood vessels and nerves.

ANAT1018 Anatomy for O.P. III
Continuation of ANAT1017

ANAT1020 Head and Neck Anatomy II
The skull, muscles of mastication and the T.M.J., the origin, pathway, functional component, and structures innervated by cranial nerves V, VII and IX, an overview of the ANS, extra and intracranial blood supply, and routes and spread of dental infection.

ANAT1022 Human Biology
Introducing the student to human anatomy and physiology, this course emphasizes how the structure of the human body determines the function of each part.

ANAT1027 Anatomy and Physiology
While emphasis is on the anatomy and physiology of the eye, ear and central nervous system, students will investigate a variety of disabilities secondary to deaf-blindness.

ANAT1029 Oro-Facial Anatomy
A lecture and independent learning course designed to teach the student basic dental terminology, the three major notation systems, the development, structure, form and function of teeth, eruption chronology, the functional relationships of the teeth and their supporting structures, basic head and neck anatomy.

ANAT1030 Oro-Facial Anatomy
See ANAT1029.

ANAT1034 Oro-Facial Anatomy
With basic head and neck anatomy examined in this course, this course is designed to introduce dental assisting students to basic dental terminology and notation systems.

ANAT1035 Human Anatomy and Physiology
Completing the student's foundation for understanding human anatomy and physiology, this course provides the knowledge necessary for understanding concurrent courses in pharmacology, nutrition and pathology. Body defences are examined with particular emphasis on inflammation and immunity.

ANAT1036 Anatomy
Focusing upon the structure and functional aspects of human movement, an emphasis is placed on the skeletal and muscular systems in this course.

ANAT1037 Dental Anatomy
This course is an introduction to the landmarks of the oral cavity, dental terminology, the three major notation systems, and the development and eruption chronology of the teeth.

ANAT1038 Head and Neck Anatomy I
With a detailed study of the musculo-skeletal system, salivary glands and the tongue, the laboratory section of this course will provide a practical approach to learning about the skull muscles of mastication and facial expression.

ANAT1040 Anatomy
This basic anatomy course will examine knowledge of the human body, specifically covering bones, muscles and joints.

APPL5001 Conventional & Microwave Ranges
Students will study the principles of microwave cooking. Construction and operation of common microwave oven types are shown. Microwave ovens and related components are available for the student to troubleshoot, peak test and use for performance evaluations. This format is also used for electric ranges, emphasizing self-clean ranges, troubleshooting and diagnostic methods.

APPL5002 Basic Refrigeration & Refrigerators
This course covers refrigeration theory, dehydrating the system, and pressure/temperature relationships. Also studied are the compression system, safe handling of refrigerant emphasizing reclaiming and recycling, safe handling and use of the prestolite torches and equipment, and brazing and soldering projects.

APPL5003 Freezers & Room Air Conditioners
This course covers refrigeration theory, dehydrating the system, and pressure/temperature relationships. Also studied are the compression system, safe handling of refrigerant emphasizing reclaiming and recycling, safe handling and use of the prestolite torches and equipment, and brazing and soldering projects.

APPL5004 Dishwashers & Clothes Dryers
Participants in this course are introduced to the principles and operation of electric clothes dryers, diagnosing and service procedures to effect their repair; dishwasher principles and operation of various cycles, problems of washability and water, and service and repair procedures.

APPL5005 Clothes Washers & Compactors
This study of automatic clothes washers and compactors enables the student to understand their operation, diagnose problems and perform testing and service procedures to make repairs.

APPL5011 Electricity for Appliances
Exploring twenty electrical projects that reinforce theory lessons, students will learn electron theory, sources of electricity, voltage and current measurement. Emphasis is placed on learning types of circuits and how to interpret pictorial and schematic diagrams. Additional subjects taught are inductance, capacitance and A.C. motors and relays. This course is prerequisite for all other modules.

ARCH1004 History of Architecture
The purpose of this course is to introduce the student to the History of Architecture with an emphasis on the architectural heritage of Toronto and also, in part, to the Architectural History of Southern Ontario. The student will be introduced to the different architectural styles, and to the work of those prominent architects that have influenced the architecture of Toronto, those that have been active in Toronto and the architectural heritage that they have bequeathed to us.

ARCH1005 Architectural Technology I & Drafting
The student will become familiar with the fundamentals of architectural drafting. This will include: line work, lettering and its use in architectural working drawings, the use and application of architectural scales, line work as used in architectural working drawings and the use of architectural conventions and symbols. The students will practice their skills by preparing architectural working drawings for a simple structure.

ARCH1006 Architectural Technology II & Drafting
This course continues the development of skills required to establish an effective means of graphic documentation. Given a set of design sketches, the student will develop and prepare a complete set of working drawings for a residential project. Prerequisite: ARCH1005.

ARCH1007 Architectural Presentation I – Rendering
This course introduces the student to the principles and practices of presentation drawing including plans, elevations and perspective: shades and shadows using delineation techniques; and preliminary colour pencil and marker rendering.

ARCH2003 Theory of Structures II – Form/Space/Order
Course description under development.

ARCH2004 Architectural Technology III & Drafting
Participants will be exposed to basic architectural design principles by means of a mixed use commercial/residential design project employing the use of engineered wood products for floor and roof framing systems as well as solid and/or cavity wall systems. These concepts will be incorporated in a set of architectural and structuring working drawings.

ARCH2005 Architectural Technology IV & Drafting
Introducing the student to Part 3 of the Ontario Building Code with practical applications, this course builds upon the technical skills acquired in the first three semesters. The student will be exposed to more advanced architectural and structural techniques by means of a multi-storey apartment building employing reinforced concrete as the major structural element. The course will be closely tied with the Ontario Building Code II (BLDG2012) course and the Materials and Methods II (BLDG 1002) course.

ARCH3003 Site Development/Urban Planning
This course deals with the documentation required at the initial stages of a project. These documents focus on zoning by-laws and sub division plans including engineering drawings. The student learns the steps necessary to initiate a new building project within an urban plan.

ARCH3006 Architectural Presentations II – Colour
Focusing on further developing one and two points perspective using multiple methods, students will also explore rendering and graphic presentation techniques, principles of casting shades and shadows, adding landscaping to prepare architectural presentation drawings, rendering computer generated drawings, basic facts and colour theory. Students will apply those skills to presentation drawings.

ARCH3007 Architectural Technology V & Design
Students will be exposed to architectural design concepts for a large institutional building, a structural steel framed industrial building with office space will be used as the design tool to implement the necessary theories.

ARCH3008 Architectural Technology VI & Design
The students, working in groups, will be given a specific building and site and asked to prepare a set of existing measured drawings of this building. These drawings will then be used to prepare a design for retrofitting the same. The group will then put together a set of presentation drawings to help explain their design solution to the client. Finally the group will prepare, using computer aided drawing techniques, a full set of working drawings complementing their design solution.

ART1002 Colour Theory I
An introduction to the study of colour systems based on scientific principles of light and colour including concepts and theories. Emphasis is given to aspects of colour in visual communications, including physical, optical and psychological properties. This course covers the basic fundamentals of colour, exploring perceptions, concepts of visual creativity, and exposure to a variety of ideas and approaches.

ART1007 Fundamentals of Drawing I
An introduction to the use of structure, form and tonality as applied to the human figure, both in realistic and interpretive modes. Through a series of exercises, it teaches the student how to see and draw.

ART1009 Illustration Fundamentals I
This foundation course introduces the students to new ways of seeing and drawing. Exercises in various media include still life, line, proportion, shading, texture and perspective.

ART1010 Fundamentals of Drawing II
This course continues to stress drawing of the human figure, and building the foundation of skills acquired in Semester I.

ART1012 Illustration Fundamentals II
This course provides the student with a deeper exploration of illustrative skills and styles with a focus on individual creativity and visual problem solving through the skills gained in Illustration I, and the introduction of new techniques and projects.

ART2001 Illustration I
This course begins the quest for new discoveries related to the study of the elements, methods and media involved in a strong commercial approach to drawing. The student is encouraged to develop a system of analysis by which to compare their work to the work of successful professional artists, illustrators and designers.

ART2002 Illustration II
This course is a continuation of the study of the elements, methods and media involved in a strong commercial approach to drawing. Through a logical, method-oriented system, the student will develop drawing and rendering skills. The development of an individual style is encouraged.

ART2003 Colour Theory II
This course is based on scientific principles of light and colour including concepts and theories. Emphasis is given to aspects of colour in visual communications, including its physical, optical and psychological properties. This course covers colour perceptions, concepts of visual creativity, and exposure to a variety of ideas and approaches.

BIND1001 Binding and Finishing
Programmable guillotine cutters and basic cutting, the 17-½" and 20" × 26" Baum folders and basic folding, operation of the Bostitch 19E hand stitcher, operation of paper drill and round cornering, and basic hand binding, foil stamping and handling materials.

BIND2001 Binding and Finishing
Cutting, folding and the operation of the Mueller Gathering machine and the Mueller Automatic Stitcher/Trimmer, Cerlox and thesis binding, adhesive binding on the Mueller Pony S Roto-Binder and job planning.

BIOL1004 Microbiology and Infection Control
This course covers the foundations of microbiology and current practices of infection control.

BIOL1023 Microbiology and Introductory Biology
To provide the student with a foundation in both basic microbiology and human anatomy and physiology, an introduction to microbiology is presented, specifically concentrating on bacteria, viruses and fungi.

BIOL1024 Biology
This course completes the student's foundation for understanding human anatomy and physiology.

BIOL1025 Microbiology
On completing this course, the student will have a foundation in both basic microbiology and human anatomy and physiology.

BLDG1001 Architectural Materials & Methods I

BLDG1002 Architectural Materials & Methods II
The student will examine reinforced concrete as a major structural element with an emphasis on member sizing and detailing. Forming and placing will also be addressed.

BLDG1009 Renovation Methods & Materials I – Practical
This course provides the learner with practical instruction in residential renovation construction practices. Topics will be presented from a new construction and renovation perspective. Topics include framing methods for floors, walls, ceilings and roofs, interior and exterior finishes, as well as installation and repair of and retrofitting of skylights, windows and doors.

BLDG1010 Renovation Methods & Materials I – Theory
Emphasizing the concept of a house as a system, this course provides the learner with practical instruction in new residential and renovation construction practices. Topics will be presented from a new construction and renovation perspective, and will cover all areas from the footing to the roof of a residential structure including minimum requirements as set out in Parts 9 and 11 of the Ontario Building Code.

BLDG1013 Building Code I
While students learn how to apply helpful tables, appendices and supplements referenced throughout the building code, the student will be introduced to the building code and its rules and regulations. Scope and definitions, general requirements, as well as use and occupancy are discussed. The housing and small buildings section of the code is emphasized.

BLDG1015 Woodworking
The student learns the basic skills required for using hand tools and power tools safely.

BLDG1020 Safety, Materials & Tools
Through shop projects, which build hand-eye coordination and dexterity, the learner maximizes the use of tools and equipment typically used by a renovation carpenter. Special focus is given to: the safety setup, maintenance and use of tools and equipment, materials used in construction and their applications, finish carpentry and millwork applications, and first aid certification.

BLDG1021 Building Layout
The learner will be asked to work with groups in the field demonstrating differential leveling and site layout techniques. Topics also include fundamentals of building layout, differential leveling, setbacks, with practical use and care of surveying equipment, types of surveys, horizontal and slope measurement, angular measurement and basic principles of residential construction surveys.

BLDG1022 Building Industry Practices
As students are being trained for a wide range of occupations that demand multiple skills and knowledge, the student will become familiar with building terminology, codes and standards, architectural design, construction documents, project development and the employment opportunities in the building industry. This course is design to introduce the students to building industry practices.

BLDG1023 Architectural Materials & Methods I
This course deals with the raw materials required, physical properties, and typical architectural applications for the following material groups: wood, concrete, masonry and steel.

BLDG1024 Architectural Plan Interpretation
This course introduces the student to the interpretation of architectural working drawings, terminology and construction documents. Structural, electrical and mechanical symbols, and notations will be addressed, but reading and interpretation of working drawings will be emphasized.

BLDG102S Site Development – Field Practice
The purpose of this course is to provide the student with a knowledge of the types of information which may be obtained by survey together with a sense of the problems involved in gathering such information, as well as the presentation and interpretation of such information.

BLDG1026 Housing and Small Buildings – Wood Frame
Participants will be introduced to the principles, methods, materials and equipment used in brick veneer wood frame buildings. A lab component introduces basic site and shop safety practices in the construction of mock-up framing models. Use of building code tables in the selection of appropriate sizes for wall, floor and roof members is practised.

BLDG1027 Theory of Structures I – Forces
This course introduces forces and basic principles of mechanics, equilibrium, shear force and bending moment. Applications of mechanics as applied to structural design of buildings will be discussed including properties of linear, planar composite structural systems.

BLDG1028 Site Development – Plotting
Course description under development.

BLDG1029 Building Construction I – Foundations
In discussing foundation systems, de-watering, deep foundations, shoring systems, piles, caissons, underpinning and backfilling, this course will expose the student to construction methods and materials employed below grade and to the sub-structure portion of all types of buildings. Soil classifications, characteristics and behaviours under different conditions will also be studied in detail.

BLDG1002 Renovation Methods and Materials II – Theory
Examining the theory behind new commercial and commercial renovation construction application will lead the learner to a thorough understanding of code requirements and their application to commercial construction. The course emphasizes materials and methods used in commercial construction including: sound control methods, properties, methods and placing of concrete including concrete lab session, stair building theory, materials and fireproofing, commercial construction applications and materials.

BLDG2003 Renovation Methods and Materials II – Practical
As students learn about materials and methods used in commercial construction and renovation, topics will include installation and renovation of suspended ceilings, concrete forming, stair building and restoration (both wood and poured concrete), metal stud wall systems, unequal slope roofs, demountable partitions and computer flooring.

BLDG200S Construction Business Management & Marketing
Through development of a business plan which stresses the importance for successful financing and organization of a renovation business, this course will provide the learner with the necessary business skills to set up and operate a successful renovating firm. The learner will also be able to recognize and address critical aspects of developing and marketing a successful business strategy.

BLDG2008 Renovation Methods and Materials III – Practical
In order to provide the learner with a practical understanding of the various sub-trades involved in the renovation field, the learner will practice advanced lay out and finish carpentry techniques, and will address the role of the renovation contractor who must be able to coordinate and evaluate the work of sub-trades on site and perform some of the simpler tasks with the sub-trades. Topics include basic electrical, plumbing, masonry, stair building and custom millwork applications.

BLDG2009 Renovation Methods and Materials III – Theory
Timing and co-ordination, along with related standards and theory are taught to facilitate the smooth running of the renovation process. This course provides the learner with a theoretical understanding of the various sub-trades involved in the renovation field. Applicable code to the sub-trades (electrical, plumbing, masonry) are studied with their relationship to typical renovations.

BLDG2010 Construction/Renovation Project Management
Introducing the learner to the concepts and practices of project management as they apply to construction, the course deals with the management of people with respect to interaction between prospective customers, architects, sub-contractors and designers. The value of hiring and managing right employees in a constructive and positive manner to build and maintain a successful crew and business will be emphasized.

BLDG2012 Building Code II
This course reinforces the building code and its rules and regulations. Application of the code to institutional, commercial, and industrial (ICI) buildings is emphasized. Students will learn to apply fire regulations, separations, access and exiting sections of the building code to their core project. Standards and referenced documents will also be studied.

BLDG2014 Quantity Surveying and Estimating I
Providing the learner with the basic skills needed to estimate cost and quantities, this course includes the interpretation of plans with regard to the application of calculating material and labour quantities and pricing using both stick and quantity survey methods.

BLDG2015 Site Development – Total Stationary Survey
This course is an extension of the previous course BLDG 1025, and is designed to provide the student with a knowledge of the types of information which may be obtained by electronic survey, together with a sense of the problems involved in gathering such information, as well as management presentation and interpretation of such information.

BLDG2016 Building Construction II – Superstructure
The student will be exposed to construction methods and materials employed above grade for the structural frame of buildings. Load bearing masonry, structural steel, wood frame and case in place and pre-stressed reinforced concrete structural building systems will be discussed. Applying the building code to structural methods will also be studied.

BLDG2017 Mechanical Installations
Course description under development.

BLDG2018 Electrical Installations
Course description under development.

BLDG2019 Quantity Surveying & Estimating II
While building upon the skills learned in Quantity Surveying I, compute estimating is continued using small buildings as examples. Measuring civil works is also emphasized. Measuring and take-off of CSI Architectural Divisions 06 through 16 is practiced for renovation and new work.

BLDG2020 Building Construction III
Participants will study construction methods and materials employed in the cladding, roofing, and finishing of buildings. Exterior and interior finishes, glass and glazing, roofing, interior partitions, walls, ceilings, floors and partition systems will be discussed. Application of the building code to building cladding, roofing, and finishes will also be studied.

BLDG2021 Planning and Scheduling
The learner will develop the skills necessary to plan and coordinate a project. This course utilizes computer software to assist in the planning and recording of construction projects. The course focuses on the sequencing of operations on a construction project in order to meet deadlines, order materials, specify and schedule sub trades, and set up contingency plans.

BLDG2022 Contracts and Specifications I
Introducing basic Canadian building law as related to construction agreements and documentation, this course provides the student with the basic knowledge and skills necessary to understand construction law, contracts, specifications and other documents used in the design and construction of building projects.

BLDG2023 Quantity Surveying and Estimating IV
In order to build upon the skills learned in Quantity Surveying III and Estimating I, the student will apply unit prices to quantities to estimate for construction works in a case study format. Pricing subcontractor's work, pricing general expenses and closing the bid will be examined.

BLDG2024 Construction Methods and Equipment II
This course will expose the student to construction methods, materials and equipment employed in multi-use types of projects. Project based learning is practised. Methods of measuring productivity and performance on construction projects will also be discussed, as well as application of the building code to multi-use projects.

BLDG202S Construction Management II
Building upon the skills learned in Construction Management I, students practise construction management decision making through case studies. Changes in the work, claims, disputes, design responses by contractors, accelerating and delaying construction are among some of the technical topics. This course is designed to provide the basic knowledge and skills necessary to understand the principles of technical resource management as well as introduce management theorists who propose good human resource management techniques.

BLDG2026 Computer Applied Construction Practices – Scheduling & Project Management
Course description under development.

BLDG2027 Field Placement
Students find a work placement for one week and during this time the learner will be required to write a report on their experience. The learner should use this placement as an opportunity to network and seek possible future employment.

BLDG3001 Building Science – Enclosure
Course description under development.

BLDG3003 Construction Safety Practices
Course description under development.

BLDG300S Construction Methods and Equipment I
This course will expose the student to construction methods, materials and equipment employed in the earth-moving, excavating, compacting, lifting, loading and hauling operations on construction sites. Rock excavation, landscaping and paving will also be discussed, as well as application of rules and regulations for these operations.

BLDG3006 Construction Management
Building upon the contracts and specifications, the student will learn management theories and techniques as practised in the construction management profession. Through case studies of wide ranging situations to practice decision making in planning, organizing leading and controlling, technical skills as well as the human skills necessary to manage construction will be explored.

BLDG3007 Computer Applied Construction Practices – Bidding & Estimating
Course description under development.

BLDG3008 Contracts & Specifications II
Continuing from Contracts and Specifications I, contract issues in Canadian building law are discussed as related to specific construction agreements and documentation. General conditions of different types of construction agreements are discussed in detail. Specifications and other documents used in the design and construction of building projects are also emphasized.

BLDG3009 Building Economics – Cost Planning
Course description under development.

BLDG3010 Building Economics – Development
Course description under development.

BLDG3011 Construction Law – Case Studies
Students use the case study method to apply the skills learned in Contracts and Specifications, and they will learn the role of contracts and specifications as applied to construction projects. Case studies from previous course materials and texts are studied in greater detail with guest speakers also bringing case study material.

BLDG3012 Project Administration
To apply the skills learned in Contracts and Specifications, this course uses the case study method. The student will learn the role of project administration as applied to construction projects. Applied project monitoring, inspection and certification are emphasized. Guest speakers also bring case study material.

BLDG3013 Building Science & Detailing
Course description under development.

BUS1001 Introduction To Canadian Business
This is an introductory business course providing an overview of how business operates in the Canadian economy, as well as how it interacts with society and other nations.

BUS1008 Business Lab I
This course is designed to provide practical experience in the day-to-day operations of a fashion business. Prerequisite: FASH2003, FASH1008.

BUS1012 Document Processing
The student will be introduced to the skills required to check facts, spell correctly and prepare complete and correct final copies of all types of documents used in a business office.

BUS1016 Production Scheduling
Introducing manufacturing scheduling and planning systems, this course includes: forecasting, master production scheduling, material requirement planning, capacity management and production activity controls.

BUS1018 Machine Transcription
The student will acquire the skills needed to operate an electronic transcription unit. Proofreading and grammar skills, use proofreaders' marks to indicate corrections and produce mailable documents by transcribing from prerecorded tape will be emphasized.

BUS1021 Medical Terminology I
This course allows the student to recognize and explain the meaning of medical terminology as it occurs in the medical environment, whether written or spoken. The course will demonstrate a knowledge of the formation of medical terms and the shape, structure and function of the human body.

BUS1024 Introduction to Business
This course provides an introduction to the study of business in Canada, past and present, and identifies trends in the future of business in Canada and globally. Emphasis will be placed on identifying the internal functions of business and the themes of technology, information, home based business and globalization, through readings, group discussion and case studies.

BUS200S Business Lab II
This is a continuation and extension of BUS 1008 with further exposure to more advanced principles intended to fine tune the understanding of the merchandise field. Prerequisite: BUS1008

BUS2009 Medical Terminology II
Continuation of BUS1021.

BUS2010 Medical Terminology III
Continuation of BUS2009.

BUS3001 Strategic Management
This course is designed to develop the student's knowledge of business and the elements that are required to develop plans and make decisions.

BUS3002 Faculty Directed Research I
The purpose of this course is to ensure that the student: continues to apply his/her knowledge/skills acquired in the marketing program in previous semesters; develops the self-discipline (interpersonal skills) required to work without close supervision individually and as part of a team setting in both academic and industry environments. The student, with Faculty direction and approval, will decide upon a major project and will work as a group/team member.

BUS3003 Faculty Directed Research II
The purpose of this course is to ensure that the student: continues to apply his/her knowledge/skills acquired in the marketing program in previous semesters, and develops the self-discipline (interpersonal skills) required to successfully complete work individually and as part of a team without close supervision.

BUS3005 Solving Problems In Professional Relations
This course covers the principles and practices of managing a dental clinic.

BUS3009 Licensing and Merchandising
Students will examine merchandising issues, consumer behaviour, product mix, depth and season, merchandise presentation, customer service strategies and tactics, corporate advertising and promotion, licensing opportunities and negotiation of licensing agreements.

BUS3012 Promotion and Publicity
With the emphasis on different media applications, including broadcast, print and the internet, this course introduces the student to types of promotional communication.

BUS4008 Small Business Planning and Operation
Course participants are introduced to the basic principles involved in starting a small business: establishing the form of ownership, developing a business plan, communicating effectively, controlling an enterprise and meeting federal and provincial tax and employment requirements.

BUS4010 The Business Plan
The course emphasizes the planning involved in the preparation of a business plan. The student is encouraged to develop a business concept and to do the research necessary to determine the market for the product or service they would like to sell. Students are assisted in developing realistic assumptions and cash flows related to the product/service and the market.

BUS4011 International Entrepreneurship
Given examples, instructions and current trade import/export information and data, students will demonstrate, in class assignments and on tests, their ability to understand and apply basic trade concepts of export/import document preparation and planning.

BUS4012 Presentation Skills
This course focuses on personal selling as a component of the promotion mix, within the marketing mix. It examines the importance of selling and the factors which indicate the degree to which an enterprise may utilize the selling component. It gives the students an opportunity to build personal confidence and enthusiasm in making oral presentations. The course provides students with the skills and competencies to present themselves as able candidates in job competitions.

COMM2002
This course guides students in learning research techniques and composing a research essay for a topic related to communications. Weekly seminar participation is required.

CADE1002 Computer Aided Drafting II
Using the current release of AutoCad, this course introduces the learner to an intermediate level of Computer Aided Drafting. With a combination of lectures, computer lab and interactive demonstrations, major emphasis will be features and procedures to apply more complex AutoCad commands, and will then branch off to specific program applications.

CADE1004 Computer Engineering Applications
This course bundles together Computer Aided Design Drafting and Computer Aided Manufacturing. The theoretical knowledge that the students bring into the course is combined with applied practice utilising a computer lab enabling the students to create drawings and Computer Numerical Control (CNC) programs. The course is centred around the following integrated areas: computer fundamentals, basic fundamentals of CNC manual programming, and AutoCad's most important and commonly used two-dimensional construction commands.

CADE1006 Computer Aided Drafting I
The purpose of this course is to provide the learner with a basic understanding of the features, limitations and considerations associated with the operation of a computer-aided design/drafting (CAD) system. The learner will gain hands-on experience using AutoCad – Release 13 for Windows 95 platform, using 2-dimensional construction commands. In addition, the learner will reinforce his or her experience with available peripherals.

CADE2001 Computer Aided Drafting III
Through a combination of lectures, computer lab, and interactive demonstrations, this course introduces the learner to 3D wireframe, solid modelling and 3D objects using the current release of AutoCad applied to architectural drawings. Major emphasis will be features and procedures to apply plotting of Elevations and 3D views in paper space mode to produce working drawings.

CADE2003 Computer Aided Design I
Using a software package specifically developed for mechanical engineering, this course introduces computer aided design and drafting. The student combines valuable theoretical knowledge with hands on practice to become a competent operator of Micro Cadam's Helix Drafting system. The student also learns file management, creating and editing elements, group operations, detail functions, analyzing existing geometry, dimensioning and creating isometric drawings.

CADE2004 Computer Aided Design II
This course introduces the learner to the more advanced features of AutoCAD through a combination of lectures, computer lab and interactive demonstrations. Major emphasis will be placed on using AutoCAD to create single-line, two-dimensional and three-dimensional drawings.

CADE2012 Computer Aided Manufacturing I
Combining theoretical knowledge that the students bring into the course with applied practice utilising a computer and machine labs to create manufactured components, the components are produced using a Computer Aided Manufacturing Graphic software package (SmartCAM) in conjunction with Computer Numerical Control Milling Machining Centers. The course is designed for learners who have no computer manufacturing graphic background and consequently the course is centred around the following integrated areas: review parts of the computer disk operating system which are used to maintain files on hard and removable drives, selection and manipulation of tool libraries for milling cutters, speeds and feeds, graphic assembling and arranging of components using important and commonly used 2 dimensional commands, and set-up and operation of computer numerical control milling machining centres.

CADE2013 Computer Aided Manufacturing II
The subjects covered during the course are as follows: review of Computer Assisted Tool Programming (APT); advanced structure (loops, etc.); computer assisted manufacturing techniques; computer commands and terminal operation; program documentation; advanced geometry definitions; complex index and macro definitions; multiple branching techniques; looping logic; surfaces and matrices.

CADE2015 Computer Aided Manufacturing
The student will be introduced to all the fundamental concepts of Computer Aided Manufacturing, and will develop and expand the use of programming tools and aids to increase programming and manufacturing efficiency in the completion of complex manufactured parts.

CADE3001 Architectural Computer Aided Drafting IV
Using current releases of AutoCad and Auto-Architect, this course introduces the learner to layout and space planning of residential buildings, through a combination of lectures, computer lab, and interactive demonstrations. Major emphasis will be features and procedures in the design of a 3D generated 2-storey residence, complete with presentation and working drawings.

CADE3002 Architectural Computer Aided Drafting V
Through a combination of lectures, computer lab and interactive demonstrations, this course introduces the learner to design, layout and space planning of larger industrial buildings, using current releases of AutoCad, and Auto-Architect. The student will complete a drawing of a small 2-storey residence. Major emphasis will be features and procedures to design a light industrial structure with attached office space, complete with presentation and working drawings.

CADE3003 Architectural Computer Aided Drafting VI
This course introduces the learner to design, layout and space planning of larger multi-storey buildings, using current releases of AutoCad, Auto-Architect and 3D Studio. Major emphasis will be features and procedures to design/renovate a 3-storey institutional structure, complete with presentation, working drawings and rendered animation. Linking Auto-Architect to 3D Studio, shading, rendering, animation, and a walk through of the completed structure will be presented.

CADE3006 Computer Aided Design III
Applying the principles of computer aided design and drafting, the student will develop and expand the use of programming tools and aids to increase drafting efficiency in the completion of complex design and detail drawings. The course is integrated into two modules: intermediate AutoCad and Advanced and Three Dimensional construction.

CADE3008 HVAC Cad Application
This course provides the learner with a further understanding of the features, limitations and considerations associated with the operation of the Softdesk HVAC module in conjunction with the current release of AutoCad. Major emphasis shall be features and procedures to apply the HVAC module to create a JOINT project with the HVAC System and design course. Drawings will be evaluated for both CAD and HVAC System and design criteria.

CAM1005 Prepress I
A basic course in black and white photography covering the operation/calibration of process cameras as well as darkroom equipment for line and halftone negatives, plus studies in line and halftone stripping, job planning, the preparation of negatives and layout sheets for film imposition bookwork.

CAM1006 Colour Separation – Scanner II
This advanced study in colour separation includes selective colour correction and related special effects, digitization and colour picture make-up and converting images. This will be divided between rotary and flatbed scanners using software like Photoshop.

CAM1008 Electronic Image Assembly – Colour
The student will continue studies of the computer and will have a basic knowledge and understanding of the use of the "Mac" computer with the ability to do work in QuarkXpress employing the software as a typesetting and graphic tool. "Mac" basics will include system components, image quality, file organization, file creation/storage/retrieval, and the use of graphics software.

CAM2003 Colour Separation – Scanner I
This course introduces colour theory as it applies to process colour printing, colour scanner principles and operation, proofing, evaluation of colour. Also included is the study of tone reproduction, using colour correction, detail enhancement, undercolour removal in both transmission and reflection copy. Operation of filters, processor and densitometers related to process colour is also covered.

CAM3003 Photomechanical Reproduction – Tone Reproduction
The study of tone reproduction for printing processes, manipulation of tones, characteristics of the press, paper, plate, film, processing conditions and the copy to achieve positive reproduction on the printed sheet; the use of process cameras, enlarger, contacting and other equipment, densitometers and film processing machines.

CAM3008 Photomechanical Reproduction – Colour Scanner and Flatbed Colour Repro
The study of process colour reproduction for the printing processes, manipulation of tones, conventional colour reproduction, new technology of desktop reproduction using flatbed scanners and popular software such as Adobe Photoshop, using the equipment to produce assignments.

CAM5005 Prepress I
See CAM1005.

CARC1001 Overview: Career and Work Counselling
This course emphasizes experiential communication with a focus on self awareness and our own personal significance. These skills provide the basis for further study in Group Dynamics & Counselling.

CARC1003 Work and Life: A Career Counselling Perspective
The student studies the various dimensions of work, as determined by historical, sociological, economic and cultural factors, the workplace of the future and the impact on the role of the career and work counsellor.

CARC1005 Individual Career Counselling – Skills and Process I
Through the practice of counselling skills and process in experiential sessions, students learn to conduct initial interviews with clients, focusing on relationship building, needs identification, reaching agreement of needs and developing counselling goals and a plan of action.

CARC1009 Career Development: Theory I
Learn the theoretical underpinnings of the career development field and apply theory to case studies and to individuals being interviewed.

CARC1013 Assessment in Career Counselling: Statistics and Tests
Learn to understand basic statistics in relation to vocational tests and the purpose, principles and correct practices of administering aptitude, interest and personality tests.

CARC1015 Career Development: Theory II
Theory II covers the cultural and organizational context of careers, mid-career choice, mentoring, learning organizations and breaking career routines.

CARC1017 Individual Career Counselling: Skills and Process II
An opportunity is presented to the student to practice and learn the skills and processes used in dealing with client resistance or reluctance, decision making strategy, learning strategy to acquire new behaviours and self-management strategy.

CARC1019 Resources in the Field (Career Information Systems)
Gain a working knowledge of career information resources, accessibility issues and client utilization strategies.

CARC1021 Career and Work Counselling with Diverse Populations
Through an experiential approach, students examine their own ethnic, cultural, racial and linguistic background, and learn current approaches and techniques that are sensitive to the cultural backgrounds, values, attitudes and life experiences of their clients.

CARC1024 Practicum I
Students have the opportunity to integrate and refine their skills in a variety of applied counselling settings.

CARC2001 Group Career Counselling
This course focuses on group development and group dynamics theory, emphasizing the application of group process. Students learn communication skills and techniques which foster group development and integrate vocational counselling concepts and material into the group counselling process.

CARC2003 Theory and Practice of Job Search
Job search strategies are reviewed in detail, including resume preparation, interview preparation, networking and informational interviews.

CARC2005 Career and Work Equity Issues
Through this course, the student will learn about employment equity, pay equity and human rights codes, and the impact of legislation on organizations and individuals.

CARC2007 Managing Change and Transition
Gain increased awareness, knowledge and appreciation of the complexity of change and transition personally, within organizations, family and society in general.

CARC2012 Practicum II
See CARC1024.

CARC2014 Special Topics
The student addresses relevant issues and learns creative counselling techniques, marketing and consultation skills, and other current topics in the field of career development.

CARC2016 Career & Work Counselling with Special Needs Clients
Learn to apply skills and activities to clients having special needs.

CARC2022 Assessment in Career Counselling: Tests and Interpretations
This course enables students to examine a variety of commonly used standardized interest, aptitude and values tests and computer based assessment packages.

CARC2032 Assessment in Career Counselling: Inventories and Interpretations
This course enables students to examine a variety of commonly used inventories in career and vocational assessment.

CARE5072 Role of the Worker
In this module, students will study the role and scope of practice of workers providing support to consumers/clients and families in individual homes and long term care facilities. The variety of settings, work relationships and level of supervision, and the need to adapt to varying settings will be discussed, as will the steps to be taken when the worker has concerns about these factors. Topics of emphasis will include relevant legislation related to the worker, the work setting and consumer/client rights.

CARE5073 Assisting a Person with Mobility
In studying methods to assist consumer/client which will be of benefit to the consumer/client and safe for the worker, students examine how consistence in transferring and lifting techniques and the use of equipment increases safety, and reduces consumer/client anxiety, confusion and dependency. This module also discusses promoting proper positioning in a bed or chair for the comfort and safety of the consumer/client.

CARE5074 Safety
Dealing with aspects of safety relating to both the consumer/client and the worker, this module addresses the necessary components of infection control as practiced by the Personal Support Worker/Personal Attendant.

CARE5075 Abuse
The concepts of family violence and abuse, including its possible signs, will be covered in this module, as well as appropriate actions to be taken (including legal requirements) if abuse is suspected. Personal beliefs and attitudes about family violence and abuse are examined, as is the concept of worker abuse of the consumer/client. Finally, abuse of the care giver is discussed.

CARE5076 Household Management and Meal Preparation
Students will learn to assist the client with his nutritional needs, household activities and household management according to client preferences, comfort and safety, and within employer guidelines as required.

CARE5077 Providing Optimal Support/Care Planning
This module introduces students to the factors inherent in providing optimal support: identification of the support to be provided; the significance of the support (and of the need for the support) to the client; supporting the client to relearn/regain routine abilities; and issues of the rights of the client as a receiver of support. This module introduces the support/care plan or service contract, how and by whom it's prepared and implemented.

CARE5078 Assisting a Person with Personal Hygiene
Participants are introduced to the knowledge, skills and sensitivity necessary to provide assistance with personal hygiene.

CARE5079 Assisting the Family
This module assists students to understand the characteristics of today's families in terms of structure, functions, roles, lifestyles and relationships. This module also explores the PSW's role in providing respite to and assisting families, significant other and their children, including those with special needs.

CARE5080 Cognitive Impairment and Mental Health Issues
Students will be introduced to the concept that behaviour or changes in behaviour can be related to illness and other conditions, such as cognitive impairment, substance abuse or mental illness. Approaches and techniques to assist clients with these changes or conditions will be discussed.

CARE5081 Assisting a Person to Manage Ongoing Conditions
This module introduces the student to basic concepts of assistance as the general effects on the person of common disabilities, ongoing conditions and diseases. Concepts of maintenance, rehabilitation and restoration are discussed, as is the importance of the support team in providing assistance.

CARE5082 Assisting a Person with Medications
Under the direction and monitoring of an appropriate person (health professional, care giver or family member), the student studies methods used to assist clients with medications according to the client's support plans.

CARE5083 Assisting the Person Who is Dying
Palliation, support and assistance to the client who is dying will be topics included in this module.

CARE5084 Institutional Practicum
The purpose of this practicum is to develop the job competencies of a Personal Support Worker in a long-term care facility, and opportunities will be provided for the student to practice skills learned in the classroom.

CARE5085 Community Practicum
The student practices skills learned in the classroom to develop the job competencies of a Personal Support Worker in a community setting.

CHEM1007 Chemistry
As with Physics (PHY1007), this course introduces the student to basic knowledge of this subject. For students who have already studied chemistry, this course will bring together their current knowledge of chemistry and physics with reference to gemmology. In assisting in the interpretation of the results of many gemmological tests, a basic knowledge of these related subjects is extremely useful to the gemmologist, and it will enable a gemmologist to choose the type of examination to be performed.

CHEM1011 Chemistry and Our World
Through this introduction to the applied and everyday use of chemistry, students will see how chemistry plays a major role in technology today. This course will help the student to become a better informed person who can contribute more to society and pursue a successful career.

CHIR
Course Descriptions for the Chiropody program are not included in this package. This program is offered in conjunction with the Michener Institute and the course descriptions are available from them.

COMM1001 Communication Skills I
Emphasis on listening and speaking skills and the application of these skills in the work environment, including interview skills and verbal instructions.

COMM1002 Communication Skills II
Emphasis on reading and writing skills which include writing a resume, reading instructions and organizing ideas.

COMM1007 College English
College English is the required foundation course in communications and is a prerequisite to all additional or advanced courses in writing and speaking. The focus is on learning effective strategies to inform and persuade. You will study models for planning and organizing communications that will then be applied to various situations and audiences. You will learn how to use specific organizational modes needed for clear, logical and meaningful expression. In addition, you will be introduced to techniques for improving critical thinking, research, peer evaluation and self-editing skills.

COMM1013 Essential English Grammar
This course concentrates on all areas of grammar, punctuation and diction. Students will learn to identify and apply the principles of grammar, punctuation and diction, and to generate grammatically correct sentences.

COMM1030 Business Communications & Contracts
Course description under development.

COMM1034 Professional Communications I
This communications course applies the skills developed in COMM1007 and applies them to professional settings. Students will learn the appropriate forms and rhetorical strategies for writing and speaking in the workplace.

COMM1035 Professional Communications II
This course builds on the skills acquired in Professional Communications I and applies advanced research skills to more complex professional documents and presentations. The student will also develop career planning and job search strategies.

COMM1041 Language and Communications
Designed specifically for the Early Childhood Education (E.C.E.) program, this course will enhance the students' language and communication skills while paying close attention to key issues facing the E.C.E. professional. Students will improve their skills through readings, films, and discussions that deal with current issues and questions in the daycare field.

COMM1047 Business Communications
This is a course common to all post-secondary programs at the college. The basic areas and generic skills upon which the student will build in later communication courses include developing study skills, research, critical thinking, language and relating. The objectives of this course are to assist the student to identify, acquire and assimilate information from various sources, to interact with individuals and groups in a civil, productive and co-operative manner, to think critically and to develop rational arguments.

COMM1052 Business Communication II
The course explores various forms & strategies of business communications as related to the hospitality industry.

COMM1054 English
This course is designed to build students' essay-writing skills, critical and analytical skills and oral presentation skills. Most classes will be conducted in the form of writing workshops where students will practice their writing and edit each other's work.

COMM1059
See COMM1042.

COMM1073 Language and Communication I
This course includes basic grammar, listening and reading exercises, writing instructions, applying for a job and business correspondence.

COMM1075 Professional Communications
Examining written and oral communications for the furniture industry, this course includes memo, letter and report writing on computers, research and job search techniques as well as various oral exercises.

COMM1081 Interpersonal Communication Skills
This course provides learning at a theoretical and experiential level which will result in the improvement of the students' understanding of themselves through developing their interpersonal skills. This enhances their ability to work effectively in a variety of groups.

COMM1082 The Interview and Professional Presentations
The Interview and Professional Presentations focuses on interviewing skills and other methods of information collection for professional purposes. Students will use these tools to gather data for a series of professional presentations using specific formats.

COMM3002 Technological Thesis
This two hour per week course begins a two semester thesis project for third year students, and provides students with the instruction, guidance and preparation needed to accomplish the thesis project. Course content includes thesis development, research techniques and documentation skills, proposal writing and presentation, and organization and format of a thesis.

COMM3004 Technical Report
The technical report in the third year is required as partial fulfilment of the Printing Technology diploma. The report will demonstrate a definite measure of originality in a chosen technical area and may be presented as a state-of-the-art essay.

COMM3006 Technical Thesis
Course description under development.

COMM3007 Technical Thesis
Course description under development.

COMM4001 International Business Communications
Introducing the student to the influence of culture on communications in the international business context, this course presents appropriate styles and formats for written and verbal communication with clients from diverse cultures.

COMM4002 Written Communications for Sport Marketing
Written marketing communication is the focus of this course. Topics include the writing, editing and proofreading of business communication. Several assignments will be co-marked with the marketing instructors. Students will produce a newsletter in teams to promote themselves and the Sports Marketing program.

COMM4004 Communications
The student will acquire the principles of formal business report writing, business letters, and resume formats and the practice of effective communication.

COMM4005 Applied Interpersonal Skills
This course is designed to prepare the student to successfully build knowledge, skills, and attitudes to effectively deal with the professional selling challenges facing the sport and event marketer in today's complex sport and event industry. The course provides the student with training to learn and apply proven professional selling and relationship management techniques to negotiate and build mutually beneficial long-term partnerships in both intra-organizational and client-based environments.

COMM4006 Communications and Business English II
The principles of formal business report writing, business letters and resume formats, and the practice of effective communication are expanded in this course.

COMM5020 College English
See COMM1007.

COMM5027 Business English – Basic
The student will develop career planning and job search strategies. Students will learn the appropriate forms for hospitality industry documents.

COMM5028 Business English – Advanced
This course builds on the skills acquired in Comm 5027 and applies them to professional communications. Students will learn the appropriate forms and strategies for writing and speaking in the workplace.

COMM5038 Communications
Students will develop basic business communication skills including: sentence structure, spelling and grammar; strategies for organizing information for written and oral purposes; and effective techniques for obtaining and sustaining employment.

COMM5040 Language and Communications
Students examine appropriate forms and rhetorical strategies for writing and speaking in the workplace.

COMM5183 Communications
This module introduces students to the concept and significance of the relationship between the consumer/client and the worker, and the importance of communication and interpersonal skills in establishing that relationship. The concept of the individuality of all persons is included in the discussion of the relationship.

COMM6001 Basic Communications – Dealing with Customers and Organizations
The basic communication skills needed to deal with both individuals and organizations in the trades will be developed. An emphasis will be placed on the customer as the student creates written documentation for customers and also learns strategies to foster and maintain good customer relations. Communications with government organizations and understanding legislation that affects trade workers will also be covered. This course will involve written assignments on the computer, and discussions of professionalism and customer relations which will be taught using case studies, films, tests or quizzes.

COMM6003 Language and Communications
This course covers technical applications of speaking, listening and writing skills to vocational settings. Organizing information for both written and oral presentation is a major focus of this course.

COMM6004 Advanced Communications – Business Communications
The student will develop an understanding of business concepts as they relate to both individuals and companies. The topics covered will include business planning (marketing, operations and financial strategies), business law (contracts and small claims) and personal investment strategies. The course will involve business writing, discussions of business concepts and case studies and may include tests or quizzes.

COMM6005 Communication II
See COMM5028.

COMP Access Programming
While the students will have competency in database manipulation such as query, form, report and macros in the first part of this course, the major part of the course is about in-depth visual programming techniques involving VBA. This is a continuation of the first semester course in Office 97 application with Access 97 as a component.

COMP1010 Computer Literacy for Desktop Publishing
This course deals with microcomputer terminology and concepts, including typographic terms and concepts (where appropriate). The development of WINDOWS is introduced as an operating system followed by applications of a page layout software.

COMP1013 Introduction to Printing Processes
See COMP5083.

COMP1016 Type Assembly for DTP
Manual assembly, basic Macintosh, and page layout and imposition software. Small projects are created using layout software which are then spot colour separated, printed and assembled manually. Projects range from a single one-colour postcard to advanced camera-ready artwork using amberlith overlays to show the difference between manual and computer colour break.

COMP1018 Introduction to Desktop Publishing
This course deals with microcomputer terminology and concepts. DOS and Windows are discussed as operating systems, including directory and file operation, organization and efficient use of files. In addition, the objective of the module is to give the student competence with most aspects of an icon driven system. The course proceeds from rough ideas of various page formats using the software's window icon utilities, and includes resizing of various elements of the design. Text is integrated and modified as required. Storing and recalling material and the various cautions are dealt with. It is intended to deal with the layout and typography of newsletters, brochures, and direct mail material, while providing competence with the systems.

COMP1030 Information Systems
The fundamentals of information systems, technology, business applications and management, will be introduced.

COMP1040 Word Processing
This course is designed to instruct students in the basic features of Microsoft Windows and Microsoft Word 6.0. Fundamental features of Windows and Word 6.0 will be introduced. Students will create and revise business documents and become familiar with the key terms used in these Microsoft software programs.

COMP1045 Medical Word Processing/Machine Transcription I
This course will concentrate on the skill required to develop proficiency in medical transcription and will introduce the student to the use of WordPerfect and prerecorded tapes to prepare formal, common medical reports using a variety of acceptable styles.

COMP1051 Computers in Our Society

COMP1053 Computer I
This course introduces graphic design students to the Macintosh, its operating system and software applications relevant to the needs of the graphic designer. Learning graphics software is stressed.

COMP1059 Computers I
Within this introductory computer applications course in a Window 95 environment, Microsoft Office 97 in the first two software packages mastered are Word 97 and Excel 97.

COMP1060 Computers II
This course continues to build on the skills developed in COMP1059, by adding and mastering Access, PowerPoint and Outlook software. Prerequisite: COMP1059.

COMP1062 Computer Presentations
The student will learn to create a variety of different charts, graphs, tables and pictures to enhance visual presentations in Windows.

COMP1063 Computer Graphics I
This is an introductory course designed to familiarize the student with the Windows environment and to introduce the basic features of CorelDraw. The emphasis within CorelDraw will be those tools, commands and features that bear directly on designing signage.

COMP1064 Computer Graphics II
This is an introductory level course designed to familiarize the student with the Windows environment and to introduce the basic features of CorelDraw. The emphasis within CorelDraw will be those tools, commands and features that bear directly on designing signage. Also instruction in the use of computerized lettering machines: Gerber 48 and Sprint.

COMP1065 Introduction to Computer Programming Using Java
Going beyond structured programming elements, this is an introduction to problem solving and program development in the Java language. It introduces object-oriented, GUI and event driven programming for both stand-alone and Internet applications.

COMP1072 Introduction to Microcomputers and Word Processing
This course is designed to instruct students in the basic concepts of DOS and the fundamental features of Microsoft Windows, Word, Excel and Access. Students will manage databases and create and revise business documents, worksheets and charts.

COMP1073 Microcomputer Applications
This course is designed to instruct students on how to create a variety of different charts and graphs to enhance visual presentations using Microsoft Powerpoint. Students will receive hands-on internet training. Software pertinent to the financial community will be introduced.

COMP1075 Introduction to Visual Basic Program
The student will examine the fundamental concepts and practices of computer programming. The language used is Visual Basic so that the student may use the computer as a problem solving tool in the Windows environment.

COMP1076 Computer Architecture Fundamentals
Presenting the structure and function of modern computer systems, this is an introductory computer architecture course for future computer programmers and information systems support specialists.

COMP1077 Desktop Operating System Fundamentals
This course is an introductory desktop operating system course covering both the user interface and basic internals of Windows 95.

COMP1078 Office Application Software
Participants become proficient at the expert user level of Microsoft Outlook, Microsoft Access and Microsoft Front Page.

COMP1079 Desktop Database Programming
Learn how to use database management software to create, modify, retrieve, print and save objects such as tables, queries, forms, reports, macros and modules. Students will also develop single-user database applications using Visual Basic for Application (VBA) programming language.

COMP1080 Internet Application Development Fundamentals
The learner examines the basics of Internet programming by using Javascript and Hyper Text Markup Language (HTML). Also presented are HTML Editor, JavaScript, Java Applets, and how they work together to create dynamic and interactive applications.

COMP1081 Introduction to Computer Programming
This course introduces the learner to concepts and uses of computer and telecommunications technologies. Through a combination of lecture, lab and interactive multimedia presentations, the learner will develop the base of skills and knowledge necessary to adapt and grow in our fast changing technological society. The course includes theoretical and practical instruction on: the Internet, electronic mail, operating systems, word processing, spreadsheet and presentation applications.

COMP2007 Introduction to Desktop Publishing
Learn to create style sheets appropriate to different work, the layout and typography of newsletters, brochures and direct-mail material.

COMP2015 Object Oriented Programming in Java and C++
Encapsulation, abstraction, inheritance and polymorphism are discussed in numerous examples taken from the area of business applications, as the student studies object-oriented programming techniques using Java and C++.

COMP2025 Computer Application
In this course students will work with Retail Pro,® a specialized industry software package in combination with the text "Merchandising Concepts Using Computer Retail Technology." Prerequisite: COMP1059, COMP1060.

COMP2026 Computer II
This is a continuation of COMP 1053. Emphasis is on further development of software proficiency, as well as proper use of the Macintosh in a design environment. Students will be encouraged to use the acquired software skills in completing projects for other subject areas.

COMP2034 Client/Server Development Using Oracle Developer/2000
Discover how to develop database applications using Oracle developer/2000 software. Create meaningful, easy-to-use forms and reports to extract information from the database in a client/server environment.

COMP2035 Systems Analysis Using CASE
A systems analysis course for future computer programmers/analysts and systems analysts, this course presents the systems analysis phases of the system development life cycle in depth for the information systems professional. This course is part of a series of interrelated courses involved in the analysis, design, and implementation of a prototype business system with client/server and internet/intranet components.

COMP2036 Medical Word Processing/Machine Transcription II
Continuation of COMP1045.

COMP2037 Advanced Client/Server Development Using Oracle Developer/2000
Develop sophisticated application(s) using Oracle/2000 that extend database access to the Internet and Intranets.

COMP2038 Systems Implementation Project
During this systems implementation project course, student teams may elect to implement a mixed client/server and internet/intranet business information system in Microsoft, Oracle or Powersoft applications development tools suites. This course is part of a series of interrelated courses involved in the analysis, design and implementation of a prototype business system with client/server and internet/intranet components.

COMP2041 Database Administration and Support
This course is an introductory course in database administration and support with an emphasis on the use of Oracle database administration tools to administer and support database application developers and users.

COMP2042 Power Builder Fundamentals
Concentrating on client/server and object-oriented database design and implementation, the student will utilize Power Builder development tools to create a complete application.

COMP2061 Internet Programming in Java and Java Script
Multithreading, networking, exception handling, advanced GUI components and multimedia techniques are discussed in detail during this course on advanced techniques in Internet programming in Java. Examples also show how to combine in an HTML file Java applets with Javascript code.

COMP2062 Visual Basic Programming Fundamentals
Learn how to write event-driven programs using the Visual Basic programming language. Create single-user applications that use variables, accept user input, use control structures for decision making and incorporate multiple forms.

COMP2063 Essential Networking Technologies
Designed to provide technical level of understanding in the areas of networking connectivity, data communication concepts, and communication protocols and networking topologies, this course identifies the seven layers of the OSI model and the key responsibilities and interrelationship of each layer.

COMP2064 Windows Server Administration and Support
This course is designed to prepare individuals for the responsibilities of being a Windows NT 4.0 network administrator. It provides the knowledge, concepts and skills necessary to install, configure, customize and troubleshoot Windows NT in a single domain Microsoft Windows NT based network.

COMP2065 Installing and Supporting Windows 95
Students will acquire the knowledge and skills needed to support Microsoft Windows 95, including setup, configuration, customization, network integration, administration, troubleshooting and messaging. Office 97 installation and support will also be introduced in this course.

COMP2066 Office Application Development
Through this introduction to building office-based business applications for future information systems support specialists, students learn to assist and support users of Microsoft Office products and business applications built using office-based application developments tools.

COMP2067 Application Development Using Visual Basic
Develop interactive applications using the Visual Basic programming language. Create applications that declare and use variables, accept and validate user input, use multiple sub and procedures functions, use control structures for decision making, and use multiple controls and forms. Create set-up and distribution files for a stand alone application.

COMP2068 Networking Technology for Developers
An introductory computer networking technology course for future computer programmers and programmer/analysts, this course covers the area of local and metropolitan area networks.

COMP2069 SQL (Structured Query Language)
An introduction to SQL (Structured Query Language), this course uses Oracle SQL* Plus to manipulate, create, modify and delete tables and views in an Oracle Database.

COMP2070 Data Modeling and Analysis
Participants learn to use entity relationship diagramming techniques to model data requirements for implementation in a relational database, as well as mastering the basics of data analysis including normalization and event analysis.

COMP2071 Advanced Visual Basic Programming
Learn how to develop programs using the Visual Basic programming language to access databases.

COMP2072 Internet Installation and Support
This course presents Transmission Control Protocol/Internet Protocol (TCP/IP), a set of common networking protocols used by all types of computers to ensure reliable exchange of data. The last part of the course presents Internet Information Server IIS is a set of web servers, WWW, FTP, and Gopher, which allows a company to set up its own intranet or establish its presence in the Internet.

COMP2073 Multimedia Technology and Application
Students explore the use and configuration of multimedia hardware and software to support users of modern multimedia computer applications.

COMP2074 Novell Netware Administration
Master Novell Netware 4.11 network administration, including directory structure, security, utilities, printing and network management are examined.

COMP2075 Database Applications Using Visual Basic
Learn how to develop sophisticated applications that access databases using DAO objects, use ActiveX technologies, include on-line help, trap for errors and extend database access for the Internet and Intranets.

COMP2076 Advanced Client Server Application Development I

Using Power Builder and an oracle Database, participants learn to create a client/server business transaction processing system.

COMP2077 Operating Systems for Client/Server Environments

This course covers operating system concepts and the structure of modern operating systems used to support client/server and internet/intranet computer application environments with an emphasis on UNIXC and Windows NT.

COMP2078 Design of Object Oriented GUI Applications

In a graphical user interface environment with object-oriented application development tools, this course covers the fundamentals of the design of effective user-friendly applications.

COMP2079 Project Management and Implementation

This course is an introductory course in the concept management of information systems development projects and implementation of computer information systems in a business environment.

COMP2080 Data Structures Using C++

Master advanced Object Oriented Programming techniques for storing data in C++. Master pointers, dynamic memory allocation and linked lists for implementing stacks, queus, trees and other data types.

COMP3006 Page Layout and Typography for Desktop Publishing

Learn the origin of various typographic conventions and modes, current and traditional practices, criticism of professionally-produced work and class projects. QuarkX-Press is used to produce tickets, leaflets and mailing labels, and students will deal with features such as master page construction, the use of templates, photo-editing and illustration software.

COMP3009 PageMaker – Document Production (IBM or Macintosh)

Learn different forms of composition, how to format basic typographic concepts such as fonts, sizes, kerning, indents for newsletters, forms and reports using word processing content, drawing software to create simple line art illustrations imported and integrated with the text.

COMP3018 Computer IV

This course continues to expand upon the use of the computer as a drawing and design tool. It explores electronic page composition through a variety of software programs. It introduces the students to more flexible illustration programs as used in business. The assignments focus on more advanced solutions to problems peculiar to the Graphic Design and Advertising professions.

COMP3026 Computer III

This course expands upon the use of the computer as a drawing and design tool. It explores electronic page composition through hands-on training. It examines the production of camera-ready art for printing purposes. Students will learn to use computer software that is currently used in the advertising and graphic design fields. They will learn a variety of techniques such as layout, type placement and type modification and employ these techniques in the creation of newsletters, ads, promotional literature reports and other graphic materials.

COMP3035 Rapid Application Design Using CASE

A rapid systems design course for future computer programmer/analysts and systems analysts, this course presents the systems design of the systems development life cycle for the business information systems professional. This course is part of a series of interrelated courses involved in the analysis, design and implementation of a prototype business system with client/server and internet/intranet components.

COMP4001 Microcomputer Applications for Marketing

In this course the student is introduced to the use of micro-computers and popular software packages. A variety of software products including database, spreadsheet and wordprocessor are used. Exercises and assignments are designed to develop the skills required both in the program and on the job.

COMP4002 Computer Presentation

The course is a hands-on course that assists students in developing skill in the use of computers to enhance written reports, presentations and other written communication. It uses Word for Windows, WordPerfect, Excel, Access and Powerpoint. The student also learns how to integrate these various programs to enhance their presentations.

COMP4003 Computer Skills and Applications

see COMP1082.

COMP5072 Typography Terms and Concepts

Gain a fundamental understanding of where typesetting fits in the overall system of graphic communications. type production, terminology and concepts, measuring systems and modes of typesetting such as justified, flush left, right, quad centre, dot leader and tabular, desktop composition.

COMP5075 PageMaker with CorelDraw

Rough ideas of various page layouts are converted to screen representations, duplication and resizing of elements of the design, integrating word processing text, storing and recalling material procedures. The objective is to become competent with most aspects of an icon driven system.

COMP5083 Introduction to Printing Processes

Gain an overview of the printing trades, major printing techniques, layout/design/desktop composition, camera/plate surface preparation, letterpress printing, lithography, gravure/flexography and binding and finishing.

COMP5086 Introduction to QuarkXPress

This course covers Macintosh basics including system components, image quality, file organization and manipulation, and the use of other software. Students are introduced to measuring systems and concepts peculiar to desktop publishing, typography, and page design. QuarkXPress is a recognized, professional level program for page layout, typographic options and the integration of other program files. This course provides hands-on experience featuring the various capabilities of QuarkXPress: tools, handling files, style menus, picture boxes, modifying type, setting up documents and the use of colour.

COMP5090 Computer Literacy for Desktop Publishing

This course deals with microcomputer terminology and concepts, including typographic terms and concepts (where appropriate). DOS is discussed as an operating system. Word processing is used to demonstrate file preparation for desktop publishing. The development of WINDOWS is introduced as an operating system and compared (directories, files, controls) to DOS. Page layout software is introduced.

COMP5096 Page Layout and Design for Desktop Publishing

This course traces the origin of various typographic conventions and modes and instructs the student in both current and traditional fashions. The student will constructively criticize professionally produced work and class projects, using their EDC skills to produce a wide variety of layouts, including tickets, leaflets, mailing labels, newsletters, financial statements and reports. Photo-editing and illustration software is introduced.

COMP5097 Adobe Illustrator for Graphic Production

Working with templates and artwork, using scanned images, opening, closing, naming and saving documents, planning artwork, correcting mistakes, drawing paths, rectangles and ovals, selecting objects for modification, typography, moving, copying and transforming, working with other applications.

COMP5098 Adobe Photoshop for Graphic Production

Colour theory in regards to RGB, CMYK, their relationship to printing, calibration problems, bitmap editing techniques, printing and editing tools and functions, making and manipulating elements, printing RGB to grey scale images, printing halftones, colour composites and separations, placing Photoshop images into desktop software.

COMP5278 Introduction to Web Page Design

learn to navigate the Internet and visit web sites. Create documents using Hypertext Mark-up Language (HTML). Learn about formatted text, tables, in-line graphics and multimedia including planning for Web sites.

COMP7014 Computer Literacy

In the computer lab students learn computer keyboarding and are introduced to a Windows environment using Microsoft office which includes word processing and spread sheets.

COPY3001 Creative Copywriting I

A focus on writing techniques, communication skills, presentation skills. Radio and Television script writing, resume and letter writing are given priority. Team presentation and group work, portfolio and competitions are covered in depth.

COPY3002 Creative Copywriting II

A continuation of COPY 3001.

COUN Child Witness

This course explores the impact of witnessing violence for children of all ages. It examines the specific support and advocacy needs of children from a variety of cultural backgrounds whose lives have been affected by violence. Focus is on community resource exploration and skill development.

COUN1001 Interviewing and Counselling I

Students gain a fundamental understanding of and competence in the skills of 'attending' or listening to another person which are basic to empathy, the ability to experience and understand the world of another human being. Emphasis will be placed on acquiring and using a range of basic counselling skills.

COUN1006 Interviewing and Counselling II

Students learn about several philosophical approaches to counselling. The practice of basic counselling skills is continued and integrated into counselling strategies that address various goals.

COUN1011 Working with Abused Women and Their Children I

This course prepares students to be front-line workers in programs and services designed to meet the immediate crisis and advocacy needs of assaulted women and their children. It will provide learners with entry level knowledge and skills to work in programs such as shelters, community centres, legal clinics, ethno specific and community specific women's organizations.

COUN1012 Introduction to Feminist Counselling

Examining the theory and practice of feminist counselling techniques and methodologies, this course includes an introduction to feminist counselling theory, an analysis of the sources of women's distress including the impact of oppression, an exploration of the counselor/client relationship and the practice of basic counselling skills.

COUN1013 Working with Abused Women and Their Children II

See COUN1001.

COUN1014 Group Process I

This course enables students to gain awareness of their own interpersonal communication style and skills. It explores group dynamics and stages of development from a feminist perspective.

COUN1021 Counselling Theory and Practice I

These courses introduce an empathic, problem solving model of helping: assessing, planning, contracting, treating and evaluation. Current treatment theories and practices are reviewed. Role plays and case studies are used to illustrate the skills, knowledge and attitudes most appropriate for effective helping. In the second year, a more detailed examination, with case illustrations, explores counsellor activities in the beginning, middle and ending phases of treatment.

COUN1022 Counselling Practice Laboratory I

Students have an opportunity to practice micro-counselling skills in a laboratory environment. Specific skills are identified and related to the over-all counselling process. Video and audio recordings assist in giving the students feedback and help them develop skills of self-evaluation.

COUN1023 Counselling Theory and Practice II

See COUN1021.

COUN1024 Counselling Practice Laboratory II

See COUN1022.

COUN2001 Counselling Skills

Basic concepts and skills of counselling will be discussed, demonstrated and practised. These will be related and applied to the developmental needs and issues of the elderly.

COUN2003 Counselling

An introductory course in interviewing skills and counselling theory and practice from a cross-cultural perspective, this course helps the student to develop competency in active listening and influencing skills in a variety of situations common in community work practice.

COUN2013 Working with Children and Youth Experiencing Violence

Students will gain the practical knowledge and skills necessary for working with children who have experienced violence. Focus is on legal issues, reporting child abuse, the development of safety strategies as well as counselling and advocacy for children who have experienced violence.

COUN2014 Working with Women Who Have Survived Sexual Violence I

With the major focus on skill acquisition, this course prepares students to be front line workers in programs and services designed to meet the needs of women who have survived sexual assault and child sexual abuse. The key content areas include an exploration of the roots of sexual violence in society, an understanding of all forms of sexual violence against women and the trauma of sexual violence, coping and surviving strategies, legal issues, counselling modalities and advocacy.

COUN2015 Group Process II

Emphasizing skill practice and group program development for women who have survived violence, this course offers group co-facilitation opportunities to students. Prerequisite COUN1014.

COUN2016 Working with Women Who Have Survived Sexual Violence II

See COUN2014.

COUN2017 Group Process III

A continuation of Group Process II 2015, this course offers group co-facilitation opportunities to students. Focus is on skill practice and group program development for women who have survived violence.

COUN2020 Counselling Theory and Practice III

See COUN1021.

COUN2043 Counselling Theory and Practice IV

See COUN1021.

CULT1001 Cross Cultural Communication

This course explores the cultural components that must be recognized and responded to so the counsellor can avoid miscommunication and confusion. Common cultural patterns and avoidance of stereotyping will be discussed.

CULT1002 Cross-Cultural Comparisons

This course includes an introduction to the basic concepts in racial-cultural identity development and the barriers to understanding cross-cultural diversity.

CWRK1001 Community Work Theory and Practice I

Students develop an understanding of community work models, methods and traditions. What community work is, why it is important, and how we can do it most effectively, are the key questions explored in this course.

CWRK1003 Community Work Theory and Practice II

This course develops understanding of the community development theories and applications introduced in Theory and Practice I. The community work process is viewed through various models and applied to specific situations in the field.

CWRK1005 Human Rights

The nature, function, and limitations of international and Canadian human rights legislation are focal points of the course. This course also invites participants to explore the impact of oppression between and within groups, and the possibilities for liberation.

CWRK1006 Community Work Forum

This course provides an opportunity for students to hear presentations for community workers currently practicing in the field, and to discuss and debate current issues of concern.

CWRK1007 Field Work Preparation

This course provides an overview of community work as a profession, and prepares students for field placement. Self-assessment, career and agency research, resume and interview preparation, and standards of professional conduct will be addressed.

CWRK1008 Interpersonal Communication

Introducing the theory and practice of interpersonal communication in an intercultural context, this course provides the essential basis for the development of more specialized skills essential to community work.

CWRK1009 Group Dynamics I

This course presents the theory and practice of communicating in a small group in an intercultural context. Participants will develop strategies for taking and supporting leadership, solving problems, making decisions, and managing conflicts.

CWRK1010 Field Work I

Students work in field placements learning new skills and applying their classroom based theoretical knowledge to the practical environments in the field. Learning goals and job descriptions are clarified, reflected upon and evaluated in co-operation with the placement supervisor and the faculty advisor.

CWRK1011 Field Work Seminar I

The seminar provides a support and problem solving group for the student beginning field work, with a focus on the demands and tasks in the field.

CWRK1012 Community Work Proposal Development

During this course, students write a professional community work proposal including program plan and budget.

CWRK2000 Volunteer Management

Through theory and practice, the student will acquire the co-ordinating skills that are helpful in utilizing resources and working with residents and other staff, utilization (audio-visual, educational and social), the recruitment, training and direction of volunteers, supervision of field placement and agency liaison.

CWRK2002 Field Work II

An extensive experience in a field agency involving more complex and independent tasks for the student, Field Work II provides more opportunity for integrating theory, skill development and assuming some agency responsibility.

CWRK2009 Field Work Seminar II

This seminar course integrates classroom theory with field practice and models mutual support among community workers. Techniques of self-assessment, co-operative problem solving and community education will be presented.

CWRK2012 Community Work Theory and Practice III

Role play, exercises, presentations and advanced readings are used to further develop an understanding of the community worker's role and the implications of different community development strategies. The student is also sensitized to value and attitude differences as part of an analysis of the community.

CWRK2014 Community Work Theory and Practice IV

Advanced level studies in community work topics focusing on Organizational Development and Popular Action, Theory and Practice IV reviews relevant case studies.

CWRK2016 Group Dynamics II

This is an advanced group work course. The focus will be on developing the skills necessary for effective group facilitation and leadership.

CWRK2017 Field Work III

Students carry out advanced tasks in a field setting at the level of junior staff.

CWRK2018 Field Work Seminar III

This course supports the student in the field and works through a job search and career planning process with the student.

CWRK2019 Canadian Social Policy

This course is an introduction to the major historical and current themes of Canadian social policy, using selected policy areas as examples.

CYCS1001 Therapeutic Activities

Learn how to plan, lead and evaluate goal-directed activities focusing on the promotion of the mental health of children through activities which develop their self-esteem, and their coping and social skills. Students learn to plan and lead activities in field placement.

CYCS1004 Introduction to Child and Youth Care

The essential skills, responsibilities and duties of the child and youth worker are studied in detail by the student.

CYCS1015 Integrative Seminar I

This course is an opportunity to share experiences in field placement and issues pertaining to course work with a small, supportive peer group. Discussion of individual and common issues enables the student to understand how theory learned in the classroom relates to work with clients in the field placement.

CYCS1016 Field Practice I

Students learn to work therapeutically with groups of children in supervised educational settings.

CYCS2002 Child and Youth Work Methods I

Students learn why children behave as they do in particular situations. Study focuses on specific interventions for interacting therapeutically with children in their everyday life situations and how those interventions act as vehicles to increase children's self esteem and social skills.

CYCS2005 Therapeutic Foundations

This overview course will survey some of the common treatment philosophies used to understand, predict and manage the behaviour of clients in treatment facilities. Students will have the opportunity to understand and compare their own individual approaches to "helping" in relation to more established schools of thought.

CYCS2006 Working with Families

The responsibilities and purpose of family life are addressed in Working with Families, and the course explores aspects of dysfunction within a family system, understanding the origins of dysfunctions and the need for intervention to promote healthy family development. The possibilities and options relating to family relationships along with the stresses most families encounter will also be studied.

CYCS2007 Child and Youth Care Methods II

In this semester, the student learns to understand their own behaviour in interacting with clients as well as understanding the client's behaviour, and develops the ability to articulate, demonstrate and document a clear and rational treatment perspective.

CYCS2009 Integrative Seminar III

See CYCS 1015.

CYCS2010 Field Practice II

Work is in supervised residential settings, including facilities for young offenders, residential treatment centres, children's mental health centres and youth hostel programs. Students should be aware that they are required to work a variety of shifts and some weekends.

CYCS2011 Assessment and Plans of Care

Learn the assessment and recording processes used in the field, why agencies ask that records be kept and how the information in those records is created, monitored, and updated, as well as the ways the record keeping and goal setting may vary in different settings.

CYCS2013 Programming for Adolescents
Examine the adolescent's search for identity and develop an understanding of the needs and wants of this population while learning to work with adolescents by examining their needs. Explore and develop programs for adolescents which promote healthy functioning and community involvement. The student will also learn to work with adolescents who are preparing for independent living.

CYCS2015 Supervision and Team Building
This course will introduce students to principles of supervision and management in the human services field. The students will examine the role of the supervisor, and the process of supervision, in maximizing the effectiveness of the service delivery team. The course will provide the students with the opportunity to explore various management and supervision styles used within mental health facilities.

CYCS3002 Field Practice III
This third field placement will meet any residual goals that a student may have identified. It may be completed in a supervised day treatment setting, an educational setting or a residential setting, and will allow the student to become employable with all the requisite skills for an entry level child and youth care worker.

CYCS3005 Integrative Seminar II
See CYCS1015.

DANC Repertoire/Rehearsals I
Beginning with an introduction to existing variations and ballets, consolidation of rehearsal work and performance preparation will include rehearsals with Ballet Jörgen.

DANC Repertoire/Rehearsals II

DANC Performance I
Presentation of variations and ballets will be set in professional and semi-professional environments.

DANC Performance II

DANC1001 Classical Ballet – Theory I
Following the Royal Academy of Dance syllabus, this course in dance pedagogy introduces basic teaching elements, and continues on to further development of those teaching elements.

DANC1002 Classical Ballet – Theory II
See DANC1001.

DANC1003 Classical Ballet – Practical I
Daily classical ballet training will lead students through basic, intermediate and advanced technique, while additional classes focus on the development of advanced performance elements.

DANC1004 Classical Ballet – Practical II
See DANC1003.

DANC1005 Pointe I
Classes will begin with basic pointe technique, leading to intermediate and advanced pointe technique.

DANC1006 Pointe II
See DANC1005.

DANC1007 Jazz I
This course will introduce participants to the basic elements of contemporary jazz dance, continuing on to the intermediate level.

DANC1008 Jazz II
See DANC1007.

DANC1009 Modern I
Limon based training brings students from the essential principles through basic, intermediate and advanced levels of modern dance.

DANC1010 Modern II
See DANC1009.

DANC1011 Composition Studies I
Students are introduced to and learn to apply basic compositional elements.

DANC1012 Dance History – Theory
Commencing with an introduction to basic dance history, this course will also examine general dance history.

DANC2001 Classical Ballet – Theory III
See DANC1001.

DANC2002 Classical Ballet – Theory IV
See DANC1001.

DANC2003 Classical Ballet – Practical III
See DANC1003.

DANC2004 Classical Ballet – Practical IV
See DANC1003.

DANC2005 Pointe III
See DANC1005.

DANC2006 Pointe IV
See DANC1005.

DANC2007 Modern III
See DANC1009.

DANC2008 Modern IV
See DANC1009.

DANC2009 Jazz III
See DANC1007.

DANC2010 Jazz IV
See DANC1007.

DENT1010 Dental Office Procedures
The dental office administration student is introduced to the clerical duties in the dental office. Topics include appointment control, patient management, dental insurance, inventory control and bookkeeping.

DENT1013 Orientation to Radiography
This course provides the student with the principles of processing and mounting of dental radiographs.

DENT1014 Crown and Bridge
The principles of crown and bridge construction will be studied by the dental technology student. Theory and practical experience are provided to give the student the necessary foundation to cope with the demands of efficiency and productivity in the performance of dental laboratory procedures related to crown and bridge construction.

DENT1015 Removable Partial Dentures
Covering basic removable partial denture construction, topics will include the following areas: temporary, transitional and immediate acrylic removable partial dentures.

DENT1016 Dental Office Procedures
The dental office administration student is introduced to various software programs used in dental offices.

DENT1018 Dimensions in Dental Management
This theory course is designed to help the dental office administration student to develop an understanding of the dental profession, infection control and charting procedures.

DENT1020 Dimensions in Dental Management
The restorative and specialized procedures are studied, and the dispensary component allows the student to observe and assist in the clinical area.

DENT1024 Community Dentistry
This course is designed as an introduction to the broad field of community health with emphasis on aspects of community dentistry.

DENT1026 Complete Denture Construction
Students examine the basic techniques required to construct complete dentures.

DENT1030 Orthodontics I
Orthodontics I is designed to introduce the student of dental technology to the basic techniques required to fabricate removable and fixed orthodontic appliances.

DENT1046 Dental Materials I
The Level II dental assisting student develops an understanding of the chemical and physical properties and uses of direct restorative dental materials.

DENT1047 Dental Radiography
Dental Radiography helps the student to meet the requirements of the Healing Arts Radiation Protection Act (H.A.R.P.).

DENT1048 Preclinical Techniques – Theory
The study of Level II Preclinical Dental Assisting provides the student with knowledge in the evolution of the dental profession, infection control, four-handed dentistry, restorative and cosmetic dentistry, intra-oral functions and diagnostic procedures.

DENT1049 Dental Ethics and Dental Business Skills
To orientate students in the Level II program to the dental assisting profession and dentistry, this is an introduction to the structure and function of organized dentistry including the specialties within the dental field as well as current ethical principles.

DENT1050 Preclinical Techniques – Practical
This practical course is designed to introduce the Dental Assisting student to Level II preclinical dental assisting. Given varied preclinical situations, the student will apply and adapt the principles of chair-side assisting with dental operators during operative dental procedures and will be introduced to Level II intra-oral functions.

DENT1051 Dental Radiography
Through theory and clinical practice, Dental Radiography presents radiographic techniques to produce extra-oral radiographs of diagnostic value while meeting all requirements of the H.A.R.P Act.

DENT1052 Dental Anatomy
This course is designed to introduce dental assisting students to the development, form and function of teeth and eruption chronology

DENT1053 Dental Materials II
This course is designed to help the Level II dental assisting students develop an understanding of the chemical and physical properties and uses of indirect restorative materials such as gypsum products, impression materials and plastics.

DENT1054 Oral Histology and Peridontology
This lecture course provides an introduction to the structures of the periodontium followed by a study of the etiology, pathogenesis treatment and prevention of the diseases of the periodontium. Local and systemic factors as well as host response to periodontal diseases will be considered. The dental assistant's role in the prevention and treatment of periodontal disease will be discussed.

DENT1055 Preventive Dentistry
Through individualized home care practice for each client, based on their particular needs, students explore the scientific basis of caries and periodontal disease and the prevention of both diseases.

DENT1056 Clinical Techniques – Theory
Dental assisting students will study the recognized dental specialties and intra-oral functions.

DENT1057 Clinical Techniques – Practical
This course is designed to provide dental assisting students with knowledge and skills in performing intra-oral functions according to current Ontario legislation.

DENT1058 Field Practice
The dental assisting student will gain experience by applying a wide range of dental assisting responsibilities in a field placement environment. Field placements or agencies include selected general, specialty and hospital practices.

DENT1059 Pre-Graduate Clinical I
Students will be observing clients receiving care in a private denturist practice.

DENT1060 Dental Hygiene Principles I
This is a clinical and theoretical course introducing the basic principles of the dental hygiene process of care model.

DENT1061 Dental Hygiene Principles II
This course will build on Dental Hygiene Principles I with further and continued emphasis on the basic principles of clinical dental hygiene practice procedures.

DENT1062 Dental Hygiene Clinic I
See DENT1060.

DENT1063 Dental Hygiene Clinic II
See DENT1061.

DENT1064 Dental Radiography I
Dental Radiography I is part of the dental hygiene program, and is designed to help the student to meet the requirements of the Healing Arts Radiation Protection Act (H.A.R.P.).

DENT1065 Dental Radiography II
Extra-oral radiographic techniques are presented to produce extra-oral radiographs of diagnostic value while meeting all requirements of the H.A.R.P Act.

DENT1066 Dental Materials
Various restorative materials and products involved in the delivery of dental hygiene care are studied and demonstrated to help dental hygiene students develop an understanding of properties, manipulation and uses of direct and indirect restorative materials.

DENT1067 General Histology
With special emphasis on oral tissues, this course is designed to familiarize the student with the microscopic study of cell cytology and the basic tissues of the body.

DENT1068 Oral Histology and Embryology
Having mastered the fundamentals of general histology, dental hygiene students will progress to a basic course in dental histology and embryology.

DENT1069 Periodontics I
Periodontics I is a lecture course that provides an introduction to the structures of the periodontium followed by an in-depth study of the etiology and pathogenesis of the diseases of the periodontium.

DENT2001 Complete Dentures
Students will explore the basic techniques required to construct complete dentures, and will also be introduced to the safe use of applicable equipment and sterilization procedures necessary in dental technology.

DENT2002 Crown and Bridge
This course is designed to instruct the student in the principles of crown and bridge at an intermediate level, and in dental ceramics at a basic and intermediate level.

DENT2003 Crown and Bridge Prosthodontics and Ceramics I
The Dental Technology student is provided with the opportunity to learn the applied aspects of Crown and Bridge construction. This course also introduces the student to ceramics.

DENT2004 Cast Partial Dentures
This course will cover the basic areas of removable partial denture construction. As an auxiliary who provides an essential service to the dentist and because of the clinical limitations of the dental technologist, certain areas of the course will be theoretical.

DENT2005 Complete Dentures
Theoretical information and practical experiences related to the construction of complete dentures will be presented to the student.

DENT2007 Denturist Practice – Partial Dentures
Covering all phases of denture treatment this course emphasizes biological and biomechanical information involved in the design and fabrication of removable partial dentures.

DENT2008 Denturist Practice I
This course is designed to provide the necessary theoretical information concerning the biological, physiological and psychological implications of complete denture construction. All phases of denture fabrication will be covered from initial patient contact to oral health maintenance.

DENT2009 Denturist Practice: Partial Dentures
This course covers biological and biomechanical information involved in the design and fabrication of removable partial dentures. All phases of denture treatment will be covered.

DENT2010 Dental Laboratory Management
Course participants apply business practices and principles to the operation of a successful dental technology laboratory.

DENT2013 Radiographic Pattern Recognition
The focus of this course is to provide students with the ability to recognize normal and abnormal features on radiographs.

DENT2014 Orthodontics
The basic techniques required to fabricate removable and fixed orthodontic appliances are presented to the student of Dental Technology.

DENT2016 Removal Dentures Clinical
This course covers biological and biomechanical information involved in the design and fabrication of removable partial dentures. All phases of denture treatment will be covered.

DENT3001 Partial Dentures
Students focus upon the construction of partial dentures.

DENT3002 Advanced Concepts in Preventive Dentistry
Principles and practices of preventive dentistry are covered in this course.

DENT3003 Pre-Graduate Clinical III
Students will have the opportunity of practicing in the workplace at a private denturist clinic.

DENT3004 Denturist Practice II
This course is designed to provide the necessary theoretical information concerning the biological, physiological and psychological implications of complete denture construction. All phases of denture fabrication will be covered from initial patient contact to oral health maintenance.

DENT3005 Denturist Practice III
The treatment procedures of complete upper and lower dentures, single dentures opposing natural dentition or an existing denture, transitional and immediate dentures, overdentures, repair and relines, rebases and soft liners will be covered in this course.

DENT3006 Denturist Practice Implant Prosthetics
Students will be exposed to all Clinical Prosthetic procedures in addition to all of the laboratory procedures necessary for the construction of implant supported or retained prosthesis.

DENT3007 Specialty Pre-Graduate Lab Experience I
Learn about orthodontics and the techniques required to fabricate removable and fixed orthodontic appliances at an advanced level with minimum supervision.

DENT3008 Specialty Pre-Graduate Lab Experience I
This course will involve the student's exposure to the workplace environment at a commercial dental laboratory, performing the daily functions of a dental technician in the laboratory, while being exposed to a variety of positions throughout the laboratory.

DENT3009 Pre-Graduate Clinical II Placement
The students will practise in the workplace at a private denturist clinic.

DENT4001 Functional Occlusion
This lecture and laboratory course is designed to teach the Restorative Dental Hygiene student dental anatomy, aesthetics and occlusion. Waxing projects enable the student to gain skills in reproducing the anatomy and occlusion of the dentition.

DENT4002 Pre-Clinical Restorative Tech
Tooth morphology, cavity preparation and cavity classification are reviewed, and restorative dental techniques are taught using simulated restorative techniques on manikins.

DENT4003 Clinical Techniques Practical
Collaborative supervision is provided by dentists and restorative dental hygienists during this clinical course offers the Restorative Dental Hygiene student clinical experience utilizing restorative dental techniques by providing care to a variety of clients.

DENT4004 Clinical Techniques Theory
This course offers an overview of currently available dental restorative materials and techniques.

DENT4005 Science of Dental Materials
Restorative Dental Hygiene students develop an understanding of the clinical and physical properties and applications of direct restorative dental materials. The laboratory course allows the student to manipulate the materials meeting all appropriate criteria.

DESN1002 Design/Advertising Fundamentals I
This course introduces the student to the basic principles and elements of Design/Advertising Design. Emphasis is placed on thumbnail layouts, full-size roughs, liners, camps and designs for presentation.

DESN1005 Colour I
This is a basic course in the theory and practice of colour use as it applies to signage. Through the creation of colour wheels, value scales and colour matching exercises various colour schemes are developed and used in the production of signage projects. Subtractive colour theory based on pigments is the basis of this course.

DESN1007 Design/Advertising Fundamentals II
This course continues with basic principles and elements of Design/Advertising Design.

DESN1013 History of Art
This course will explore western art history up to the late 1800s. It will examine prominent periods and styles of image making. It explores concepts and ideas in art and how social and spiritual circumstances alters creativity and influences cultural imagination. It surveys the aesthetic sensibilities and understanding of key periods and how art and artifact images are both transformed and contained in a given style.

DESN1014 History of Design
This course explores modern western images from 1800 to the present. It focuses on the important schools, movements and profiles some of the key figures and their contribution to art and design. It examines the diversity of styles that constitute modern and post modern image making. The dynamics of aesthetic and anti-aesthetic movements of the early 20th century is explored. The course investigates new image making styles and tracks the growth of popular culture.

DESN1015 Colour II
This is a second course in the theory and practice of colour use as it applies to signage. Through the creation of colour wheels, value scales and colour matching exercises various colour schemes are developed and used in the production of signage projects. Subtractive colour theory, based on pigments, is the basis of this course. The theory is applied in a variety of media: water-based paints, coloured films and substrates.

DESN2004 Design I
This course builds on the fundamentals of design. The basic elements and principles of Design are reviewed and reinforced. These fundamentals are applied to industry related projects. Effective use of typography in Design is stressed. The course encourages the evaluation and development of creative solutions to design problems through emphasis on creative thinking, thumbnails and working drawings. Emphasis is given to the process of visual thinking and concept development in a variety of media, including traditional and modern techniques.

DESN2005 Design II
This course continues to build on the fundamentals of design and the skills developed in DESN 2004. The basic elements and principles of Design continue to be reviewed and reinforced. These fundamentals are applied to industry related projects. Effective use of typography in Design continues to be stressed. The course continues to encourage the evaluation and development of creative solutions to design problems through emphasis on creative thinking, thumbnails and working drawings. Further emphasis is given to the process of visual thinking and concept development in a variety of media, including traditional and modern techniques.

DESN2006 Design and Colour I
Design and colour principles are applied in a variety of specific signage situations. Considerations include: product, place, price, and promotion. Production costs become an increasingly important factor in designing and producing for commercial applications.

DESN2007 Design and Colour II
Design and colour principles are applied in a variety of specific signage situations. Considerations include: product, place, price, and promotion. Production costs become an increasingly important factor in designing and producing for commercial applications. Attention is given to point-of-purchase, architectural, vehicle marking, and integrated signage systems and to their application for identification, information and promotion.

DESN3003 2D Design I
This course concentrates on 2D design and the presentation of projects for the print medium. These include a variety of items such as posters, covers, product and promotional brochures. Emphasis is placed on developing creative solutions to design problems, enhancing image making and intuitive decision making.

DESN3004 3D Design/Corporate Identity I
Students are introduced to Corporate Identity and Packaging and will be shown how to develop design concepts for each area. The Corporate Identity component concentrates on creating and developing symbols and typographic solutions to corporate identity problems. The packaging component concentrates on developing 3D concepts for packaging, POP and environments. Developing professional presentation techniques using available materials (including computer technology) will be a requirement.

DESN3005 2D Design II
This course continues its concentration on 2D design and the presentation of projects for the print medium. Emphasis is given to competitions and call-for-entries from various organizations. The student develops individual talent through a range of design projects which are suitable for portfolio material. The work program provides the student with the opportunity to experience an actual design studio environment.

DESN3006 3D Design/Corporate Identity II
Further development of corporate identity and packaging is stressed. Students create packaging and corporate identity systems, including logo design and application to letterheads, business cards, brochures, vehicles, advertising, packaging and POP. Application of signage systems to 3D environments will also be investigated. Students will work through the design process from client contact and strategic concept development, research and design to final production. Visual and verbal presentation techniques will be encouraged so that students can develop a professional portfolio.

DESN3007 Digital Design I
This course introduces the student to QuarkXPress – one of the premier desktop publishing application programs available for the electronic environment. Students learn basic page and document construction; integration of text, graphics and photographs; object manipulation; proper use of line, art, colour and continuous tone images; Adobe Illustrator, scanning, Adobe Photoshop and file formats. Students create and complete design and advertising projects for this class and other subject areas in the third year.

DESN3008 Digital Design II
Building on skills learned in Semester 5, students learn to use the advanced and powerful features of QuarkXPress such as master pages, style sheets, templates and high-end typographic controls. Electronic prepress process, accurate and timely production and preparation of documents for use as a service bureau are covered in this semester. Resume and individual project preparation for the student's portfolio is encouraged.

DIST1002 Introduction to Distribution Management
Distribution Management (Logistics) consists of complex activities involved in moving goods from the source to the consumer. This course is an introduction to the various components such as materials handling, purchasing, warehousing, transportation and inventory control that constitute a full distribution system, and the role Distribution Management plays in today's modern businesses.

DIST1005 Distribution Warehouse Management
This course provides an overview of the responsibilities, functions, techniques and tools of modern warehousing. This will include an overview of the warehouse's role in modern business; selection and use of equipment; warehousing's relation to transportation; handling and storing materials; and effective ways to measure, evaluate and control the basic functions of warehousing. Prerequisite: DIST1002.

DIST1007 Inventory Control I
This course examines inventory goals and current control techniques such as usage forecasting (cost control), balanced inventories, proper lot-size choices, classification, records, physical control and inventory budgeting. Prerequisites: DIST1005, DIST2004.

DIST2001 Distribution Systems Management I
This is a fully integrated course dealing with sub-systems of Distribution Management such as the distribution manager's role including organization, concepts, strategies, skills required and the necessary interfacing with the company in order to react instantly to shifts in supply, demand, total cost and logistics process. Prerequisites: DIST1005, DIST2004.

DIST2002 Traffic and Transportation Management I
This course provides an overview of the transportation role in Canada and its impact on the domestic and international scene. Specific areas covered are selection of modes; types of services; physical characteristics; documentation; insurance; shipping rates; federal and provincial government regulations; management operations; information systems; economic impact on markets. Prerequisite: DIST1002, DIST1005, DIST1007, DIST2004.

DIST2004 Industrial Purchasing
This course examines the role of purchasing in the modern business organization, including basic purchasing techniques such as supply sources, pricing, negotiation with suppliers, quality control, timing, cost analysis and control, make or buy decisions, planning basic policies and organization. Prerequisite: DIST1002.

DIST2006 Distribution Management Systems II
This course is designed to examine issues that are important to today's Distribution Management (Logistics) practitioner. Budgeting, allocation of resources. Prerequisite: DIST2001.

DIST2008 Inventory Control II
This is an advanced course which examines current methods of production and inventory control through systematic study in the field of Materials Management. While providing an overview of the various factors that determine the success of productive activity, the course places particular emphasis on areas of interface between logistics and production, such as Production Planning and Scheduling, Materials Planning and Inventory Management. Prerequisite: DIST1007.

DIST2010 Traffic and Transportation Management II
This is a continuation of the level I course. It covers extensively air transport and ocean shipping components, management control functions, consolidation, materials handling and bulk shipping concepts, packaging, financial aspects of carrier operation and trade (export and import) methods for international distribution. Prerequisite: DIST2002.

DIST2012 Import/Export Procedures
The purpose of this course is to introduce the student to basic export and import systems that are applicable to Canada. It covers such topics as terminology, custom procedures, export and import rules, documentation and tariff interpretation.

DIST2013 International Trade
This course introduces the student to import and export procedures, how they are applied to small businesses, international marketing, sourcing foreign suppliers, local market research, import/export documentation, researching export markets and transportation. Prerequisites: DIST2001, DIST2002, DIST1007.

DIST4001 International Business Communications
Concentrating on written and oral communications in the context of international business, students will identify and use appropriate styles and formats for clients in a variety of business cultures. Grammar, usage, and readability skills will be improved, as seminars, discussions and role playing become essential components.

DRFT1006 Architectural Plan Interpretation I
While examining basic drafting skills and their application to renovation construction, the course also emphasizes development of the learner's visualization and plan interpretation skills with respect to specific concepts.

DRFT1014 Jig & Fixture Design I
Jig & Fixture Design I introduces the student to jigs and fixture design concept, such as locating and clamping principles, material suitability and the use of standard components. Emphasis is placed on device design, application, function, fits and tolerances, GD&T and design projects documentation. This course is the prerequisite to Jig & Fixture Design II.

DRFT1018 Theory of Machines I
This is the first half of a two semester course. The whole course investigates static and dynamic situations that may occur in machines, and uses practical examples to illustrate solution techniques. Graphical methods of problem solving are used wherever possible. Theory of Machines I divides into three areas: the study of motion, the study of static force transmission and the study of inertia forces. Some examples that are included are cams, complex gear systems and out-of-balance systems.

DRFT1019 Theory of Machines II
As in part one, graphical methods of problem solving are used wherever possible, in this second part of a two semester course. A large part of Theory of Machines II is devoted to investigating how to balance machine items for rotation and reciprocation. Through using practical examples, such as piston engines, the student gains an understanding of component and machine design considerations for high speed applications. Other areas of study are the practical aspects of flywheel design and the effects of motion on rotating equipment.

DRFT2006 Electrical Drafting III
This course is designed for students enrolled in the electrical engineering programs. It will build upon the skills acquired in electrical distribution systems and previous electrical drafting courses. The student will develop more advanced drafting techniques useful in the Electrical industry. Emphasis will be placed on the development, drawing and interpretation of electrical drawings. AutoCad is used exclusively in this course.

DRFT2007 Jig & Fixture Design II
Students are offered the opportunity to explore the principles of metal cutting and tool life; effects of various types of vibration on component production; large assembly jig design and three axis machine control machine tools; automation design and the use of industrial robots; studies in the techniques of tool making and quality control and an analysis of machining operations (jig boring, gear shaping, gear hobbing and broaching); estimating and processing complex components using various manufacturing techniques; assembly of multiple parts by various means; plastic tooling; and associated dies, types of construction, calculations and applications.

DRFT2013 Electrical Drafting
To familiarize the student with the physical aspects of electrical equipment and components used in the electrical industry, the student will use CAD drafting techniques to prepare working drawings for electrical systems, use working drawings to guide the manufacture, assembly and construction of electrical equipment and systems, and use working drawings of electrical equipment and systems to investigate operational problems.

DRFT2014 Drafting & Blueprint Reading
Through lectures and supervised lab assignments, the student is introduced to basic drafting techniques, blueprint interpretation and modification of existing drawings.

DRFT2017 Architectural Plan Interpretation II
Developing the learner's ability to correctly read and interpret architectural drawings, the focus is on plan interpretation. Further development of drafting skills will be achieved by generating plans as specified.

DRFT3001 Electrical Drafting IV
Assembly, layout and exploded diagrams along with cut-away drawings are produced as students explore the drafting requirements for machine and system design drawings. The program culminates with a drafting project to produce all necessary drawings for a particular machine or system.

ECE1005 Field Practice I
Field practice will provide a continuum of experience which gives the student the opportunity to integrate and apply theory. The student is expected to demonstrate the necessary self-awareness, attitudes and skills which will enable her/him to work competently with children, families and co-workers. All students will complete a field practice with infants or toddlers, preschoolers and school age children.

ECE1010 Field Practice I
A continuation of ECE1005.

ECE1024 Field Practice I
See ECE1005.

ECE1026 Field Practice II
See ECE1005.

ECE1031 Introductory Sociology
Examining how the behaviour of the individual is influenced by the social groupings to which she/he belongs, the course is designed to develop an appreciation of the influences of key groups such as family, cultural groups, class, gender and formal organizations.

ECE1039 Health, Safety & Nutrition
This course provides the foundation for promoting health in early childhood environments. A philosophy of health promotion is used as a basis for policies and practices that support health for children, families and staff in early childhood settings. Emphasis is on the primary rights and responsibilities of parents, and attention is given to health issues in a cross-cultural context, as well as the scope and limitations of the caregiver's role in health, safety and nutrition. Child abuse legislation is covered, outlining the caregiver's mandated responsibilities in documenting and reporting suspicions of child abuse.

ECE1040 Interpersonal Communication
Students will be introduced to interpersonal communication theory and practice as it relates to early childhood environments. Including in class discussions and small and large group experiences that will encourage students to reflect on and identify their strengths as communicators, classes will provide students with opportunities to learn and practice communication skills. This course will also highlight cross-cultural communication.

ECE1041 Creative Expression I
Creative activities for infant, toddler, preschool, and school age children will be explored, with an emphasis on open ended, child directed activities which are related to the whole child. The course will include classroom lectures, discussions and hands on workshops.

ECE1050 Creative Expression II
This course will explore creative activities for infant, toddler, preschool and school age children. An emphasis is placed on open ended, child directed activities which are related to the whole child. The course will include classroom lectures, discussions and hands on workshops.

ECE1055 Relationship Development in Early Childhood Education
Adult/child relationships are studied as the central element of the early childhood curriculum. Responsive, positive and sensitive adult interactions are stressed as the basis for attachment, security and emotional well being in children. Course participants will examine how the self and social skills develop in the context of the family and are supported by the caregiver in child care settings.

ECE1056 Introduction to Early Childhood Education
As preparation for Field Practice, this course provides an introduction to the developmentally appropriate environments, activities and guidance for infants, toddlers, preschoolers and school age children. The importance of play-based programming will also be examined.

ECE1057 Observation
Focusing on the link between observing, planning, implementing and evaluating, developmentally-appropriate experiences for young children, a variety of observation techniques will be used to identify children's skills, abilities, and interests.

ECE1058 Planning & Guidance-Infant & Toddler
This course will examine and practice observation, planning & evaluation of programs for infants and toddlers while students are in Field Practice. This course will use developmentally appropriate curriculum as the content of program planning. Guidance techniques suitable for infants and toddlers will be examined. Students will review their field experience for relevant examples of infant/toddler behaviour and adult guidance. Field experience will be analyzed by applying guidance theory to practice.

ECE1059 Planning & Guidance-Preschool
This course will examine and practice observation, planning & evaluation of programs for preschoolers while students are in Field Practice. This course will use developmentally appropriate curriculum as the content of program planning. Guidance techniques suitable for preschoolers will be examined. Students will review their field experience for relevant examples of preschool behaviour and adult guidance. Field experience will be analyzed by applying guidance theory to practice.

ECE1060 Planning & Guidance-School Age
This course will examine and practice observation, planning & evaluation of programs for school age children while students are in Field Practice. This course will use developmentally appropriate curriculum as the content of program planning. Guidance techniques suitable for school age children will be examined. Students will review their field experience for relevant examples of school age behaviour and adult guidance. Field experience will be analyzed by applying guidance theory to practice.

ECE1061 Relationship Development & Planning in Early Childhood Education
Adult/child relationships are studied as the central element of early childhood curriculum. Responsive, positive and sensitive adult interactions are stressed as the basis for attachment, security and emotional well being in children. Course participants will examine how the self and social skills develop in the context of the family and are supported by the caregiver in child care settings. Observation, planning & evaluation of programs for preschoolers are examined. This course will use developmentally appropriate curriculum as the content of program planning.

ECE2014 Field Practice III
See ECE1005.

ECE2017 Field Practice IV
See ECE1005.

ECE2028 Children with Special Needs
Early childhood educators support, encourage and respond to the developmental needs of all children. They recognize variations in development among children and potential problems that may require special intervention. Through this course, they will appreciate their role in dynamic partnerships that include the child, family, other children and community professionals. Primarily through observation, the caregiver will collect relevant information and analyze it in a valid and reliable manner in order to form an opinion (inference) about a child's development. The students will also increase knowledge of early identification, the assessment process, developing an Individual Program Plan, issues such as inclusion and labeling, and categories of special needs and resources.

ECE2029 Working with Families
A foundation will be laid for establishing inclusive family/teacher partnerships in early childhood settings. Issues related to the changing nature of families and work and family life are discussed. Students will examine strategies for formal and informal communication with parents, program policies, diversity in family structures and communication styles, and community resources. Ways of constructing welcoming environments and how to actively involve families are also examined.

ECE2040 Creating Environments in Early Childhood Education
A variety of early childhood settings will be examined as the role of inclusive indoor and outdoor environments in supporting children's growth and development is highlighted. The design of physical spaces and the use of materials is a major focus of Creating Environments.

ECE2041 Curriculum Development
Curriculum Development provides a framework for the design of curriculum based on the knowledge of child development, family, community and culture. Infant, toddler, preschool and school age curriculum is examined with an emphasis on quality indicators.

ECE2042 History of Early Childhood Education
Designed to explore major societal, philosophical and educational influences, this course will review the history of early childhood education in Canada and will include the development of early childhood settings.

ECE2043 Wellness And Healthy Practices in Early Childhood Education
The elements of a balanced lifestyle including physical fitness, nutrition, relaxation, managing change and avoiding burnout are key components of this course. How these elements impact on both personal and professional well-being is explored.

ECE2044 Group Dynamics
This course focuses on the theory and practices of working effectively in team situations. Communication and consensus building are examined as key elements in working effectively with others.

ECON1003 Introduction to Economics
An introductory economics course which familiarizes students with economic principles, this introduction also examines the current major economic issues in Canada, such as inflation and unemployment, as well as government programs and regulations created to deal with such problems.

ECON1006 Labour Economics
This introductory labour economics course covers topics in labour supply, labour demand, wage determination, and unemployment and inflation.

ECON1009 Microeconomics
An introduction to the principles of microeconomics including; supply and demand analysis; elasticity; price determination: the market system; government intervention; production cost analysis; forms of competition: perfect competition, monopoly, oligopoly and monopolistic competition; labour markets and unionism; distribution of income and wealth; competition policy.

ECON1010 Macroeconomics
This is an introductory course in macroeconomics that will give the student an understanding of inflation, price level, unemployment, gross domestic product, and fiscal and monetary policy. The role of the banking system in an economy, how governments intervene in the economy in order to stabilize it, interest rates and why countries trade are also examined.

ECON1011
See ECON1009.

ECON1012 Economics I
This course introduces the student to the nature of economics, economic analysis, and economic models and systems. The student will learn to understand and evaluate the methods used to measure the performance of the economy, the gross national product, consumer price index and the unemployment rate.

ECON1013 Economics II
This course examines Canada's international trade and trade policy; the operation of competitive and non-competitive firms in the economy; the interrelationships of costs, revenue, break-even and profit in the firm; the impact of industrial concentration, mergers and mobility and income distribution policies on economic performance; select industries which are important to the Canadian economy; how Canada's economic system and economic performance impact on the broadcasting industry.

ELCL1005 Direct Current Machines
Theory followed by demonstrations and supervised labs introduce the student to the principles and fundamentals of direct current machines, their construction, use and different type of connections possible to obtain the required characteristics for special applications.

ELCL1016 DC/AC/Electronic Circuits and Devices
This course introduces the basic concepts of electricity: sources of electricity, Ohm's and Kirchoff's laws applied to series, parallel and series/parallel circuits. Basic voltmeter, ammeter, and ohmmeter circuits; loading effects; and internal resistance of generators are investigated. Types and characteristics of capacitors and inductors are described together with their applications in time-constant and filter circuits. Magnetism and the generation and characteristics of an AC signal are introduced, and instantaneous, average and RMS values of the AC signal are explained. Reactance, both inductive and capacitive, as well as transformers are covered. AC to DC conversion is introduced and the basic semiconductor diode used in half and full-wave rectification. Transistors and op amps are introduced together with their amplifier configurations and characteristics.

ELCL1017 Electric/Electronic Circuits Lab
While this program reinforces the theory of basic electrical and electronic circuits and devices, it also stresses safety procedures, circuit construction, troubleshooting and circuit tracing, measurements of circuit parameters and use of multimeters and oscilloscopes for measurement. Construction and testing of power supplies under various loads and the importance of power supply regulation are investigated. Transistor and operational amplifier circuits are constructed, observing gain, distortion and frequency response. Interpreting transistor and op-amp data sheets and diode specifications enables the student to make substitutions in repair applications.

ELCL1018 Digital and Microcomputer Fundamentals

Topics covered in this course are: numbering systems, basic and/or gates, nand/nor gates, flip-flops, registers and counters. Encoding, decoding, multiplexing and demultiplexing are applied to typical digital systems: frequency counters, clocks, digital locks. The architecture of a typical microcomputer is studied, with a focus on the purpose and characteristics of: the microprocessor with its registers and timing cycles, Read Only Memory (ROM), Random Access Memory (RAM), input, output, and device addressing. Hands-on machine language programming is introduced.

ELCL1019 Digital and Microcomputer Lab

This laboratory course provides the student with hands-on training in the various measurements made on digital circuits. Use of the oscilloscope and the logic probe is stressed. The course begins with investigation of simple gate logic, progressing to complex gate structures used for decoding, encoding, multiplexing, demultiplexing and then introduces flip-flops, counters and register circuitry. Students get hands-on experience operating and programming a simple microcomputer. The programs are developed as modules for tasks such as data manipulation, table access, speed matching, timing, pulse generation, I/O control and simple code conversion.

ELCL1020 D.C. Circuit Theory

Introducing the student to the fundamental concepts of DC electricity, and starting with the physics of the atom, the student will be led through Ohm's Law and the physical properties of resistance and materials. The behavior of resistance in series, parallel and combined series parallel circuits will be investigated along with an introduction to selected methods of circuit analysis and Kirchoff's laws.

ELCL1021 D.C. Applications

To build on the concepts and principles learned in the Basic Circuit Theory course, selected network reduction and network analysis techniques are examined. The effects of reactive components such as capacitance and inductance will be investigated both alone and in combination with each other and with resistance. The effects of time and transient conditions will be introduced and a relationship between time and reactive circuits will be established.

ELCL1022 D.C. Circuits Lab

A series of experiments will be performed by the student to both investigate the phenomena introduced by the related theory courses and to reinforce the physical process for that theory. The selection, connection and reading of measuring instruments will be taught along with an introduction to analytical and recording skills. The course has a self directed component and the student will be required to submit reports on completed experiments.

ELCL1023 A.C. Circuits

Alternating current plays an important role in electronics. Therefore, this course starts with an explanation of the generation of the AC signal and the various ways of representing the waveforms, including the effects of capacitance and inductance which results in impedance.

ELCL1024 A.C. Applications

The operation and construction of a transformer and its many uses in AC are discussed, applying appropriate calculations for determining turns ratio, voltage ratio, current ratio and impedance ratio.

ELCL1025 A.C. Circuits Lab

This course reinforces the theory portion of the second semester. The proper use of measuring and prototyping equipment is stressed. Computer-aided analysis and design is used to complement the labs and allow the student the freedom to experiment independently.

ELCL1026 Semiconductor Devices

Students will discover the qualitative and quantitative analysis of semiconductors and diodes, transistors, semiconductor bipolar junction transistors, amplifier biasing and small signal analysis of all configurations and cascaded amplifiers. Field effect transistor biasing only.

ELCL1027 Semiconductor Applications

Qualitative and quantitative analysis of frequency response and bode plot of BJT amplifiers are studied, along with compound configurations, power amplifiers, classification and circuit devices, SCR's, diacs, triacs and circuits, operational amplifiers, inverters, non-inverters, summers, active filters and specifications.

ELCL1028 Electrical Fundamentals

This course introduces the required electrical and electronic fundamentals for the mechanical engineering technicians and technologists. The course includes the following topics: basic concepts and laws of electricity, series and parallel circuits, magnetism, capacitance and capacitors, inductance and inductors, fundamentals or semiconductors and digital electronics.

ELCL2001 Electric Machine Control

Intended for students in the technician and technology programs, Electric Machine Control provides an understanding of the practices and understanding of the principles employed in the motor control field. It includes topics such as manual, magnetic and electronic control devices. Theory is followed by demonstrations and supervised labs.

ELCL2002 Wiring Methods and Code

Wiring Methods and Code provides an overview of the Canadian/Ontario Electrical Safety Code and prepares the student for the installation of electrical equipment and wiring in cabinets, vaults, buildings and industrial installations. Topics covered include: wiring methods, including conduit, non-metallic sheathed cable, armoured cable, mineral insulated cables, aluminum sheathed cable, busways and wireways, services, devices, fixtures, motors, equipment and wiring methods in hazardous locations, and electrical safety code applications.

ELCL2006 Technical Report

Continuing the report writing course taken during the third semester, the students will choose a topic from a list, will research that topic and write a technical report of some 2500 words in length. The report will be graded based on its presentation, technical content and the research involved.

ELCL2007 Alternating Current Machines

Theory followed by demonstrations and supervised labs, introduces the student to the construction, operation, use and role of AC machines used in the electrical industry such as salient and non salient synchronous alternators, synchronous motors, squirrel cage induction motors, wound rotor induction motors and transformers.

ELCL2008 Electrical Distribution System

This introduction to the electric power system gives an overall view of the planning, design, construction and operation of generation, transmission and distribution systems. By practical hands-on experiments, the operation of the system is explained with particular emphasis devoted to the performance of tests and calculations, and the analysis of results leading to the determination of the systems operating characteristics.

ELCL2009 Discrete Amplification

The basic transistor amplifier is developed into multistage amplifiers with special consideration given to coupling techniques and the resultant effects on frequency response, loading and distortion. Power amplifier configurations are discussed, including techniques for coupling to a loudspeaker.

ELCL2010 Digital Systems

This course shows how the binary system is applied to the development of all digital circuits: AND/OR gates, NAND/NOR gates, flip flops, registers and counters. Encoding, decoding, multiplexing and demultiplexing are more advanced subjects in this course and are applied to typical digital systems; frequency counters, clocks and digital clocks.

ELCL2011 Electric Machine Control

Course description under development.

ELCL2012 Introduction to PLCs

The student will build on motor control skills using the industry standard Programmable Logic Controller (PLC) and will learn to program timing functions in addition to manual relay control. The student will also be introduced to troubleshooting and installation techniques.

ELCL3002 Protection of Electrical Equipment

Protection of Electrical Equipment and systems covers some of the engineering fundamentals required to complete technical analysis, design, implementation of protective schemes for electrical equipment and systems. The student will learn to select switch gear to meet calculated short circuit interrupting and continuous duty requirements, design protection given utility standards and circuit parameters, and to carry out routine maintenance on protective relaying schemes.

ELCL3003 Electrical Lab Systems

Electrical Lab Systems explains by practical hands-on experiments, the transmission and utilization of electric power, with particular emphasis devoted to polyphase transformer connections and analysis, and an understanding of transmission line characteristics, including power handling capacity.

ELCL3004 Electrical Machine Design

The general design procedure as it is applied to electrical machines and systems is highlighted, including but not limited to, single and polyphase motors and alternators, transformers, D.C. motors and generators, synchronous machines and solid state control systems. Each student will complete a project to design a machine or system given the required operation specifications and tolerances.

ELCL3005 Research Assignment

Third year students of Electrical Technology will enjoy an insight into the design process for machines and systems.

ELCL3006 Industrial Electronics VI

Industrial Electronics IV allows students to study advanced electronic amplifiers and operational amplifiers as well as interfacing the 6800 microprocessor. Starting with the operational amplifiers, comparators, integrators, differentiators, op-amp regulators, Triac and SCR circuits, students will move on to automatic control of D.C. motors, A.C. variable speed drives, large currently polyphase rectifiers and inverters.

ELCL3008 Programmable Logic Controller

With attention paid to relay ladder logic, non relay timing and counting instructions, this course explores the programming and operation of the PLC. Math and word instructions are also investigated. Along with troubleshooting procedures. There are many programming exercises and examples including interfacing and commissioning of A.C. and D.C. motor control systems.

ELCL3010 Embedded Controls

The concepts and practice of embedded controllers are examined in this program. The student will learn to program and interface to the 68Hxx and will include both theoretical and practical aspects of embedded control.

ELCL3011 Industrial Electronics

Building on previous electronic courses, the student will study the theoretical and practical aspects of electronic power control for both DC and AC motors, learning parameter sensing techniques as well as feedback control of essential motor supply parameters.

ELNC2045 Microcomputer Interfacing

The fundamental requirements and components of simple parallel interfaces are addressed, so that the computer can input information from switches and sensors and output information to relays, SCRs, TRIACs, LEDs and seven-segment displays using polled I/O. Methods of program interrupt and their advantages are applied to typical situations such as "real time" keeping. Complex interfacing techniques are introduced and applied to analog-to-digital and digital-to-analog converters, multiplexed displays and scanned keyboards. Serial interfacing is studied and applied to the interfacing of a video terminal to the microcomputer. The minimum software for testing and troubleshooting of interfaces is emphasized. Embedded controllers are introduced as alternatives to hardware interface logic.

ELNC2046 Microcomputer Interfacing Lab

This Laboratory course provides for the construction and testing of address decoders and simple interfaces. Applications of how the microcomputer can measure input and control some processes are explored and applied to stepping motors and duty cycle power control. The student is also shown how the basic microcomputer can be used to interface with the real world with analog/digital interfacing techniques. Keyboard and display interfaces and serial video terminal interfaces are connected to the microcomputer, examined and tested

ELNC2047 Personal Computer Systems

Advanced DOS operating system concepts and techniques are introduced such as: Batch files; configuration files; device drivers; extended/expanded memory; file compression and back-up procedures. The basics of GUIs is taught with application to the Windows environment. The personal microcomputer is investigated as a complete system. The performance and configuration characteristics of motherboards (ST, AT, 386/486, VESA, PCI), RAM, cache, video display/controllers, floppy disk drives/controllers and hard disk drives/controllers, are examined. Applicable diagnostic software is used for trouble-shooting and evaluating system performance.

ELNC2048 PC Systems Lab

Hands-on training is provided in disassembling, reassembling, upgrading, configuring, maintaining and troubleshooting personal computers and their components. Recognition of the types of plug-in boards and their compatibility with the motherboard is emphasized. Advanced DOS commands are used and Batch files are written to customize the computer system. Windows 3.1 is installed and familiarization with the GUI environment practised. Memory is configured for best system performance. Diagnostic software is used for evaluating system performance and for troubleshooting.

ELNC2049 Advanced Personal Computer Systems

The purpose of the Windows configuration files are discussed and their relation to application software and installed hardware investigated. Other computer operating systems, OS2, Windows 95, Unix, are compared to DOS and Windows. The theory/operation of various peripheral devices, mouse, printer, CD-ROM, Sound card, Joystick, video monitors, scanner, is discussed along with the driver software required for these devices. Advanced memory management techniques are also considered.

ELNC2050 Advanced Personal Computer Systems Lab

This lab includes hands-on training in connecting/installing, configuring, maintaining and troubleshooting computer peripherals: printers, disk drives, video monitors, keyboards, CD-ROMs, sound cards and scanners. Various GUI application software: word processor, spreadsheet, database, is installed and Windows configured accordingly. Advanced software is used for troubleshooting and memory optimization. Hands-on experience is gained with a SMT (surface mount technology) solder station for installing/replacing SMT components.

ELNC2051 Data Communications Theory

The characteristics of the serial ports on a PC are explained and the software required to link two PCs together for the file transfer described. Principles of the telephone system are discussed and the use and characteristics of modems that allow data communications to take place through the telephone system. Protocols for file transfer between computers, BBS and the Internet are defined and evaluated. FAX machines and FAX theory and protocol is taught and includes the software required for using your PC as a FAX machine. Network topologies, cabling standards, internetwork connecting devices, network access protocols, network operating software and network management are introduced.

ELNC2052 Data Communications Lab

This laboratory course provides experience with installing/testing/configuring serial interface cards and modems to allow direct and modem PC-to-PC communication. File transfer will be done using different protocols for comparison. FAX software is installed to allow sending/receiving/printing of faxes. Network cards are installed/configured and network operating software installed/configured for a peer-to-peer network. Various types of cable connections will be investigated: coax bus, twisted pair with a hub, and fiber.

ELNC2053 Filters and Resonance

This course introduces the properties and applications of passive filters and resonant circuits. Analysis and design of low pass, high pass, band-pass and band-reject filters are covered and reinforced with computer simulation.

ELNC2054 Amplifier Circuits

The basic transistor amplifier is developed into multistage amplifiers with special consideration given to coupling techniques and the resultant effects on frequency response, loading and distortion. Power amplifier configurations are discussed, including techniques used for coupling to a loudspeaker.

ELNC2055 Analog Laboratory

Filter circuits are constructed and bandpass or notch frequency characteristics measured and plotted. Various configurations of simple transistor amplifiers are constructed and tested for gain, distortion and frequency response. Practice is given in determining faulty components in a malfunctioning transistor amplifier stage.

ELNC2056 Digital Circuits

Participants will learn how the binary system is applied to the development of all digital circuits: and/or gates, nand/nor gates, flip flops, registers and counters. Encoding, decoding, multiplexing and demultiplexing are more advanced subjects in this course and are applied to typical digital systems: frequency counters, clocks, and digital clocks.

ELNC2057 Operational Amplifiers and Applications

This course covers the basic properties of an Operational Amplifier. Functional amplifier configurations for inverting, non-inverting, summing, difference, integrating, differentiating and comparing are developed and applications of each are discussed. Frequency response limitations and causes of distortion are presented. The use of op-amps in waveform generation is also introduced.

ELNC2058 Linear and Digital Labs

Various operational amplifier configurations are constructed, and gain, distortion and frequency response are measured. The operation and characteristics of current digital integrated circuits are investigated using oscilloscope and logic probe. Basic digital circuits are combined to form practical digital systems. Op-amps and digital circuits may be combined to demonstrate pulse and waveform generation and signal conditioning.

ELNC2059 Operational Amplifier Circuit Design

This subject covers the properties and applications of the OP AMP with emphasis on design. Topics include: summing and instrumentation amplifiers, integrators, differentiators, comparators, filters and oscillators.

ELNC2060 Wireless Communications Techniques

Design, analysis and operation of transmitters and receivers for analogue communications are covered in this course. Topics include: design of RF amplifiers, oscillators and phase-locked loops; amplitude, frequency, phase and single sideband modulation techniques; spectral measurements.

ELNC2061 Embedded Control System

The student will be introduced to the design and applications of embedded controllers. Based on the 68xx series of controllers, the course covers assemblers/cross assemblers and basic interface design (hardware and software).

ELNC2062 Assembler & 'C' Programming

The student will examine the Intel family of microprocessors and some of its instruction set through the use of assembly language programming. 'C' programming is also introduced which will give the student the ability to marry the hardware application to a comfortable user interface.

ELNC2063 Analog Control System Design

Students will focus on the properties of open loop and closed loop control systems as well as transducers. Using the Laplace transform as an analytical tool, servosystems and process control systems are modeled to obtain their transfer function and consequently their transient and steady state response.

ELNC2063 Microprocessors and Embedded Controllers

Functional digital components are used as the building blocks of a microcomputer. Emphasis is placed on the microprocessor and bus cycle activity involved in fetching and executing program instructions. The student will write and run machine/assembly language programs for simple data manipulation and I/O activities. The fundamental concepts of microcomputers are applied to dedicated/embedded controllers used in many current electronic systems. Using microcomputers and embedded controllers, the student will acquire hands on experience in programming and interfacing.

ELNC2064 Programmable Systems Design

Based on the course 'Embedded Control Systems' (ELNC 47), this program continues with design of software and hardware solutions to measurement and control systems. Digital Signal Processing (DSP) methods are also introduced.

ELNC2064 Video Systems

Beginning with the video camera operation, the course progresses to the principles of B&W and colour monitors, composite video signal, RGB signal, video amplifiers and sweep circuits.

ELNC2065 Surface Mount Technology & Lab

Initially, students learn to solder, then they are introduced to the proper techniques of removing and replacing Surface Mount Devices (SMD). In addition, students gain knowledge in selecting, using and maintaining a variety of special soldering and de-soldering tools and equipment.

ELNC2066 Electronic Communications

The theory of operation of tuned RF amplifiers, basic oscillators, PPLs, AM/FM SSB transmitter and receiver circuits will be discussed. A qualitative coverage of basic antenna and transmission line principles will be included.

ELNC3011 Computer Technician II

Learn to analyse, design and troubleshoot analog to digital converter systems, effectively use the PC as an aid to developing and debugging software, and design interfaces for embedded control application. The basic principles of Digital Signal Processing and examples of applications will also be discussed.

ELNC3017 Control Systems I

The student is introduced to the properties of open loop and closed loop control systems as well as transducers. Using the Laplace transform as an analytical tool, a variety of servosystems and process control systems are modelled to obtain their transfer function and consequently their transient and steady state response.

ELNC3018 Data Communications Technician

Investigating the basic telephone network topology, as well as some of the components in the system that will affect digital communications, the course also covers serial asynchronous and synchronous communication principles, flow control, error detection and recovery methods, FSK, PSK and QAM MODEMs. Local and wide area networks, their topology and protocols will be discussed.

ELNC3025 Telecommunications Systems

This course will overview the telephone network, cellular and satellite systems. Detailed analysis and measurement techniques, transmission lines, antennas and fiber optics will be covered, as well as TDM, PM, QUAM and companding methods.

ELNC3026 Component Technology and Standards

In order to properly design electronic circuits, component variances must be anticipated and compensated. This course exposes the student to component specifications and legal/industry standards affecting designs. Some standards introduced will be ISO9000, IEEE, EIA and CSA.

ELNC3029 Automatic Control Systems

This course explores the effects of feedback on the performance parameters such as sensitivity, error, disturbance and stability. The student uses root frequency response design techniques to improve system performance. Computerized feedback controllers are also explored.

ELNC3031 Thesis Project Design & Fabrication

Utilizing the circuit design in the student's research topic covered in the Technical Report, the design is prototyped, tested and fabricated in lab. This course is run as a simulation of an industrial lab with an introduction to time management, management practices and project management techniques. A basic marketing and sales methods are also introduced.

ENGL1001 English Skills

This preparatory one semester course is designed to help students reach the entry level for College English – COMM1007. It focuses on paragraph writing, reading comprehension, vocabulary development, listening, speaking skills and grammar.

ENGL6001 Communication I

See COMMS027.

ENGL7002 English

Students will differentiate between descriptive, expository and narrative writing and will prepare short reports and introductory business letters.

ENGL7005 English (Level 1)

The student will review basic language skills, including grammar and usage and will focus on developing reading and writing skills.

ENGL7007 English

Students will develop listening and oral skills through oral presentations, simulated meetings and debates; students will prepare a research paper.

ENGL7008 English (Level 2)

Student will develop enhanced reading and writing skills and review grammar; students will prepare five different types of paragraph.

ENGL7010 English (Level 3)

Student will improve reading rate and will enhance writing skills by preparing short essays.

ENGL7035 English for Business (Level 4)

A preparatory class in English with emphasis on developing reading and writing skills.

ENVR1001 Environmental Science I

The basic ecological concepts that govern the natural world are explored through the analysis of the "cause and effect" relationships underlying environmental issues. In addition to the many ways in which humans affect the environment, concerns such as overpopulation, energy production and pollution will be examined and possible solutions discussed.

ENVR1002 Environmental Science II

In examining the major environmental issues facing Canada today, each issue examined will begin with a definition of the problem and analysis of the environmental principles involved. The course will give the student the ability to understand and critically evaluate solutions proposed for the environmental problems facing Canadians today.

EPID2001 Introduction to Epidemiology

Epidemiology is a basic foundation for hospital statistics and utilization review activities. The in-depth knowledge of disease distribution and disease etiology will continuously apply to operations of health information system. Complying a variety of hospital data will be done to develop epidemiologic reports, data analyses and participation in clinical trials.

ESL7002 Advanced Listening for International Students

See ESL7010.

ESL7003 Advanced Speaking for International Students

See ESL7011.

ESL7004 Advanced Reading for International Students

See ESL7012.

ESL7005 Advanced Writing for International Students

See ESL7013.

ESL7006 International Listening for Academic Purposes

See ESL7026.

ESL7007 International Speaking for Academic Purposes

See ESL7027.

ESL7008 International Reading for Academic Purposes

See ESL7028.

ESL7009 International Writing for Academic Purposes

See ESL7029.

ESL7010 Advanced Listening

Build on skills acquired in intermediate Listening. Provides knowledge of major language functions and vocabulary for accurate comprehension of a wide variety of spoken English, including social communication, formal exchanges, and factual information from radio and TV programs.

ESL7011 Advanced Speaking

Build on skills acquired in Intermediate Speaking. Communicate with increasing effectiveness and confidence. Learn to express yourself with appropriate register in a variety of language functions.

ESL7012 Advanced Reading

Build on skills acquired in Intermediate Reading. Includes dictionary usage, idioms and vocabulary building. A range of newspaper and magazine articles, selections from textbooks and short stories are studied for meaning and ideas. Emphasis is on improving comprehension and increasing vocabulary.

ESL7013 Advanced Writing

Build on skills acquired in Intermediate Writing. Includes instruction and practice writing coherent and effective paragraphs. Grammar, spelling and punctuation are studied and reviewed as required.

ESL7026 Listening for Academic Purposes

Build on skills acquired in ESL Advanced Listening. Prepare for the demands of academic lecture comprehension and note taking. Study a wide variety of academically focused materials to further improve listening skills.

ESL7027 Speaking for Academic Purposes

Build on skills acquired in ESL Advanced Speaking. Study varied language usages which will be encountered in academic studies and careers. Learn strategies for speaking in academic settings. Practice academic English in a variety of activities such as individual presentations, group discussions and debates.

ESL7028 Reading for Academic Purposes

Read and understand material at the college level. The course includes instruction and practice in vocabulary building, comprehension and inference of ideas.

ESL7029 Writing for Academic Purposes

Write at the college level. Focus is on the process of essay writing, generation of ideas and organizational patterns.

EST2003 Printing Estimating II

This course introduces students to production area estimating; art and copy preparation, prepress, press and bindery. An overview of computer assisted estimating is presented.

EST2004 Printing Estimating I

This course introduces students to estimating functions including production standards, budgeted hourly rates, and consideration for ink/paper quantities.

EST3001 Electrical Estimating

Theory followed by assigned projects introduces the student to the Electrical Technology program and to the basis of electrical estimating in general, including estimating procedures, material costs, labour costs, takeoff of material and labour and final estimates.

EST3004 Print Estimating/Production Control

This course provides an overview of the concepts of print estimating and the various functions of print production. The estimating portion explains the role of the estimator in the print environment; the construction of estimates, addressing each production area; calculating the cost of paper, film, ink and material used in the production of a print requirement. Production control aspects address the production flow; planning and routing; job scheduling and coordination, and a basic understanding of quality control using process control methods.

FASH1001 Computer Grading and Marker Making

On the AccuMark 300 computer system, students will acquire the skills for computer grading and marker making through theory lectures, practical demonstrations and hands on experience. Prerequisite: B- average or better in FASH1042.

FASH1002 Pattern Drafting System

This is an introductory course in computer pattern drafting that will provide students with an awareness of the AccuMark 300 computer system and the PDS tools needed to create patterns accurately and efficiently. Prerequisite: B+ average or better in the first year pattern drafting.

FASH1006 Fashion Merchandising I

Fashion Merchandising I is an introductory course, including theoretical and practical concepts that acquaint students with the fundamentals of fashion and merchandising.

FASH1007 Fashion Promotion

This course is a practical introduction to fashion promotion, providing a balance between theory and practice with a primary focus on advertising planning.

FASH1008 Visual Merchandising

Classes will focus on the planning, designing and merchandising of a fashion store to reflect its marketing personality. Prerequisite: FASH1007.

FASH1014 Colour Analysis

Learn the language of colour, how colours interact, the psychology and symbolism of colour, colour harmonies, the seasonal approach to colour and colour in clothing, and apply this knowledge to specific colour-related problems in fashion design.

FASH1030 Fabrics I

Fabrics I is an introduction to the textiles industry, detailing the industry structure and the components of textiles: fibre, yarn, fabric construction, colour application and fabric finishes.

FASH1031 Fabric Analysis

Focusing on the interpretation of textile structure and properties on fashion products, fabric swatches are analyzed for end use applications and suitability. Prerequisite: FASH1030.

FASH1033 Technical Illustration

Although this is not an "art" drawing course, students learn how to illustrate garment design as well as all necessary technical details in a simple and clear image, allowing a pattern maker to easily understand and interpret.

FASH1042 Grading Blocks

Students will be introduced to the industrial method of generating multi-sized production patterns from one standard size garment form. Master patterns (blocks) are used to become familiar with the grading machines and the mechanics of grading.

FASH1045 Practical Work Experience

For the practical work experience of eight weeks, 320 hours, the students may be assigned to work in an environment applicable to the courses of study undertaken, or they may make their own arrangements.

FASH1046 Pattern Sewing Lab & Technology

This course focuses on the use and operation of industrial sewing equipment, and the purpose and function of pattern generation as related to apparel production.

FASH1052 Apparel Manufacturing

This subject introduces the student to the concepts of apparel production, industry structure, organization of apparel firms, and the special economic climate of the fashion industry.

FASH1054 Introduction to Drafting and Design

This basic pattern drafting and design course introduces the elements of pattern drafting language and technical requirements. Fundamental design concepts are also presented.

FASH1055 Fundamental Pattern Drafting

The basic methods of pattern manipulation regarding darts, seams and other fundamental styling details are taught in relation to skirt and pant designs. Prerequisite: FASH1054. Co-requisite: FASH1056.

FASH1056 Drafting Practicum I

Under the guidance of a teacher in the drafting lab, muslin-proofed production patterns will be completed for a skirt and pant from an original technical sketch. Co-requisite: FASH1054, FASH1055.

FASH1057 Sewing Machine Operation

Students are trained in the operation of industrial power sewing machines by producing sewing exercises in muslin. Professional pressing equipment and safety practices are demonstrated.

FASH1058 Elements of Construction I

By means of demonstrations and practice on muslin samples, sewing techniques for style details used on skirts and pants are examined.

FASH1059 Garment Construction I

Following demonstrations, class participants learn the industrial construction techniques by sewing practice skirts. Co-requisite: FASH1057, FASH1058.

FASH1060 Torso Drafting I

A continuation of FASH1055, this course demonstrates the more complex pattern manipulations for blouse styling. This includes drafting of set-in sleeves, collars, bust dart shaping and simple body detail. Prerequisite: Semester 1 Drafting and Sewing. Co-requisite: FASH1062.

FASH1061 Drafting Practicum II

Under the guidance of a teacher in the drafting lab, students complete a muslin-proofed production pattern for blouses(s) from an original technical sketch. Prerequisite: Semester 1 Drafting. Co-requisite: FASH1060, FASH1062.

FASH1062 Elements of Construction II

Students learn sewing techniques for pants and blouses, through demonstrations and practice on fashion fabric garments in the sewing labs.

FASH1063 Garment Construction II

Personally designed skirts, pants and blouses will be produced in fashion fabrics adhering to industry standards. Prerequisite: Semester 1 Sewing and Drafting. Co-requisite: FASH1060, FASH1061, FASH1062.

FASH1064 Design Room Procedures I

Focusing on the in-house design process associated with first sample production, this process will include lay-out, notion and machine planning, as well as in-house evaluations preceding shows. Prerequisite: Semester 1 Sewing and Drafting. Co-requisite: FASH1060, FASH1061.

FASH1066 Apparel Sourcing

An introductory course addressing the scope and nature of apparel sourcing, major sourcing options available to the apparel producer and fashion retailer are examined in detail. Prerequisite: FASH1030.

FASH1067 Fashion Internship

The student gains as much information as possible about the work place requirements including researching, finding, getting placed and reporting experiences at their industry internship.

FASH1068 Fashion Buying Simulation

This course bridges the gap between the principles of fashion buying and mathematical formulas and concepts. Prerequisite: FASH2003.

FASH1073 Apparel Construction

The purpose of this course is to provide fashion management students with a method of evaluating apparel production processes, and at the same time give them an understanding of garment analysis.

FASH1079 Torso Drafting II

The theory of torso drafting begun in FASH1060 will continue. This may include such topics as the principle of contouring, advanced neckline and sleeve applications and unstructured torso silhouettes. Students will be required to apply some of these theories to drafting patterns for basic day dress styles.

FASH1080 History of 20th Century Fashion

This overview course leads the student through the evolution of fashion in the 20th century with the respective social and economic influences.

FASH2003 Fashion Buying

This course emphasizes the current practices and procedures used in fashion buying and merchandising. Prerequisite: FASH1006.

FASH2004 Apparel Marketing

Through this introduction to modern marketing functions, principles and concepts, class participants will examine how these theories are applied in actual marketing management practice in the apparel industry.

FASH2007 Garment Costing – Computer Based

Applying the computer skills mastered in previous semesters, and using mastery learning, the students will prepare a workbook establishing and detailing apparel product cost sheets.

FASH2008 Apparel Marketing Advanced

This course is a continuation of the study of marketing in the apparel industry with a focus on more advanced marketing principles and concepts. Prerequisite: FASH2004.

FASH2027 Textile Manufacturing

Combined with FASH2048, the focus of this semester is on textile manufacturing. Visits to manufacturing firms will be interwoven with fabric structure research. Co-requisite: FASH2048.

FASH2034 Pattern Grading

A continuation of FASH1042, Pattern Grading will lead class participants to grade production patterns on manual grading machines as required by a design team. Prerequisite: FASH1042.

FASH2035 Apparel Systems

The content of Apparel Systems will give the student an overview of traditional apparel manufacturing systems, followed by recent developments in mechanization, automation currently available, and examining leading edge technology systems of today and tomorrow.

FASH2036 Intermediate Pattern Drafting

Applied to day dress styling, students examine mass production drafting, including body shaping, raglan and kimono sleeves and shawl collars. Prerequisite: Semester 2 Drafting courses. Co-requisite: FASH2037.

FASH2037 Torso Drafting III

This course demonstrates the drafting methods which are used for styling evening dresses, including advanced styled necklines, cowls and cut-outs. Prerequisite: FASH2036.

FASH2038 Drafting Practicum III

Under the guidance of a teacher in the drafting lab, students complete muslin-proofed patterns for dresses from original technical sketches. Co-requisite: FASH2056, FASH2037.

FASH2039 Elements of Construction III

In the sewing lab, students learn the professional sewing techniques for details of dresses and tailored garments through demonstrations and samples. Prerequisite: Semester 2 sewing courses. Co-requisite: FASH2040, FASH2041.

FASH2040 Garment Construction III

Following demonstrations of the sewing techniques in the industrial sewing lab, students construct, to production standards, a classic tailored jacket in fashion fabric. Co-requisite: FASH2039.

FASH2041 Garment Construction IV

Selecting the appropriate fabrics and findings for their career dress, students will cut and construct their garments, using industrial techniques.

FASH2042 Advanced Jacket/Coat Drafting

This advanced drafting course demonstrates the three layer construction for the architectonic garments worn as coats and jackets. Included are advanced collars and cut-in-one sleeves. Prerequisite: Semester 2 Drafting. Co-requisite: FASH2043.

FASH2043 Master Pattern Study

As an advanced comparison study of different sets of torso blocks, this course may include drafting and/or draping body blocks, copying a finished garment, draft-ing knits and/or bias body styles. Prerequisite: Semester 3 Drafting. Co-requisite: FASH2042.

FASH2044 Drafting Practicum IV

Under the guidance of a teacher in a drafting lab, students complete muslin-proofed production patterns from original sketches for lined jackets and coats. Prerequisite: Semester 3 Drafting. Co-requisite: FASH2042.

FASH2045 Dress Style Development

Consulting with the teacher in the sewing lab, original day or evening dress styles will be constructed to first sample professional standards in fashion fabric on industrial equipment. Prerequisite: Semester 3 Sewing and Drafting. Co-requisite: FASH2047.

FASH2046 Outerwear Style Development

Working in the sewing lab under consultation with the teacher, class participants "build" their original designs of lined coats and jackets to first sample completion using industrial equipment. Prerequisite: Semester 3 Sewing. Co-requisite: FASH2042, FASH2044, FASH2047.

FASH2047 Design Room Procedures II

Students will gain a good insight into the daily operations of a design room after pattern production. Subjects covered encompass pattern lay out, garment construction and notion planning, and in-house evaluations prior to fashion shows. Prerequisite: Semester 3 Sewing and Pattern Drafting. Co-requisite: FASH2044, FASH2045, FASH 2046.

FASH2048 Textile Lab

This course is combined with FASH2027, focusing on textile testing and performance expectations. The textile lab will be heavily used to conduct tests on textiles and the results will be interpreted by comparing them to industry standards. Co-requisite: FASH2027.

FASH2050 Draping

Basic techniques of creating garments through pinning/cutting directly into fabric will be explored. Six or more basic draping demos will lead to students' individual designs on the dress form.

FIN1001 Canadian Securities I

This course introduces the student to the fundamentals of investment finance; suppliers and users of investment capital; financial statement analysis; government and corporate bonds and debentures.

FIN1002 Canadian Securities II

This course examines common and preferred shares; factors affecting securities prices; buying and selling equities, mining and oil securities, special types of securities, tax laws and the investor, building and managing an investment portfolio.

FIN1003 Financial Services Industries in Canada

This course will rely heavily on guest speakers so that the student will receive current information on the products/services offered by financial planning and brokerage firms, banks and trust companies, mutual fund and insurance companies.

FIN2001 Financial Planning Practice

Providing the student with the fundamentals of financial planning, this course examines the financial planning process, financial objectives, the history of financial planning, emerging trends, financial organizations, methods of compensation, ethics and standards of conduct.

FIN2002 Budget and Savings Planning

This course introduces the student to net worth and systematic savings planning for the accumulation of wealth, covering in detail net worth, savings, cash management, credit and debt planning. The preparation of relevant financial statements will be reviewed.

FIN2003 Residential Mortgages

The student will be introduced to the general provisions of mortgage loans, land title, and repayment plans. Benefits, drawbacks and alternatives in property management will be examined. Other topics covered will include the role of the private sector and governments as suppliers of mortgage capital.

FIN2004 Estate Planning

This course deals with the distribution of remaining assets to heirs after retirement needs have been met. Emphasis is placed on preparation of a will, selection of an executor, probate procedures to validate a will, tax minimization and tax deferral prior to death and at death and death taxes. Successoral planning in Quebec will also be discussed.

FIN2005 Tax Planning

The student is provided with a working knowledge of the Income Tax Act. Topics covered include choice of investment through differential tax rates for income, dividends and capital gains, retirement planning through RRSP's and pension plans, and estate planning through the tax free pass-through of insurance proceeds.

FIN2006 Retirement Planning

Focusing on the process of planning for retirement, students will move from set goals to retiring in comfort following an established investment plan, tax savings and focused strategies.

FIN2007 Investment Management

The mix of assets that would provide the most satisfactory solution to meeting a long term set of financial goals is the focus of this course. The concept of asset allocation is discussed, and historical returns on various types of assets and the implications of these returns are examined.

FIN2008 Financial Planning Case
This course is designed around a financial planning case. The student will demonstrate the process of developing a comprehensive plan for a hypothetical family and conduct an annual review of that family's comprehensive plan. Budgeting and savings, risk and insurance, tax planning, retirement planning, estate planning, investment planning will be used in the development of this plan.

FLEX1002 Flexography I
Learn letterpress and flexographic printing processes, embossing, die cutting and numbering, gain an understanding of packings, letterpress inks and common problems which would be encountered in a shop situation, general maintenance and good housekeeping, running a narrow web flexo label press, with emphasis on tensions, inks and compatibility to stocks and the use of dies.

FLEX2001 Flexography II
This is a basic course in the fundamental of flexographic printing. It covers safety and housekeeping, lubrication, roll feed and web tension, the printing units, services of press of air, water, gas and electronic controls, oven drying, roll rewind, circulating pump for inking systems, flexographic inks and their compatible solvents, ink viscosity measurements, rubber plates, Anilox rolls, ink metering systems, position and register, substrates, running problems and corrections.

FNAR1001 Foundation Art
This is a course in the conventional representation of three dimensional objects by freehand and mechanical drawing methods. Techniques of rendering volume in line and value studies. Perspective techniques. Perspective projection from orthographic diagrams.

FNAR1005 Canadian Film Studies
This survey of Canadian film places particular emphasis on world recognition of National Film Board of Canada and present day film and TV production in Canada.

FR1001 Introduction to French Culture, Society and Language
This course concentrates on aspects of French culture, society and language in a Canadian context.

FR1002 Francophone Canada: Culture, History and Language
This course concentrates on Francophone culture, history and intermediate language used primarily in a Canadian context.

FURN Principles and Elements of Design
Through a series of lectures and visual presentations, this course offers an introduction to the basic principles, elements and theories of design. Studio based projects and class critiques will develop both visual and verbal communication skills and problem solving capabilities with an emphasis on interior design and decorating. The course will also provide an overview of interior window, wall and floor coverings and finishes.

FURN1001 Upholstery I
This course introduces the student to methods of upholstering small chairs. From existing frames the chairs are completed following basic methods of springing, stuffing, measuring, cutting and sewing fabrics and final applications of fabric.

FURN1003 Technical Drawing I
This course is intended to provide the furniture students with the basic drawing skills and the ability to read shop drawings. In addition to class assignments in lettering, the use of the scale rule, layout, dimension, etc., students will make shop drawings of all woodworking projects.

FURN1006 Cabinet Making and Wood Machining I
The drawing, layout and preparation of cutting lists of elementary projects are highlighted in this introduction to the use of woodworking hand and woodworking power hand tools in making prescribed projects. Fitting, assembly, clean up and surface preparation of machined projects are topics covered, as well as the safe use of the following woodworking machines: radial arm saw, joiner, thickness planer, table saw, mortising machine, band saw, wood lathe and shaper.

FURN1007 Woodworking Theory and Materials I
Woodworking theory is discussed with a focus on the following topics: lumber, seasoning, defects, hardwood, grading, veneers, plywood, fasteners, adhesives, saw blades and grinding stones.

FURN1008 Upholstery Theory and Materials I
Materials that go into the manufacturing of upholstered furniture are studied in depth. Cutting and upholstery fabrics are among the subjects for discussion.

FURN1012 Furniture Finishing I
Topics of this introduction to finishing materials include health and safety precautions, solvents and flammable materials. Students also examine surface preparation, simple finishing schedules and mixing and application of various stains.

FURN1014 Furniture Finishing II
Participants will be introduced to spray equipment and burn-in and touch-up materials, as well as instruction in motion study and spray application, and description for the use of glaze for antiques and rubbing schedules.

FURN1016 Technical Drawing II
Building on the material introduced in Technical Drawing (FURN1003), the last semester will introduce isometric and perspective drawing, as well as geometric construction for furniture building and full size shop layout.

FURN1019 Upholstery II
See FURN1001.

FURN1020 Upholstery Theory and Materials II
See FURN1008.

FURN1021 Woodworking Theory and Materials II
See FURN1007.

FURN1022 Cabinet Making and Wood Machining II
See FURN1006.

FURN2001 Technical Drawing III – Computer Assisted
Through this introduction to the use of Auto Cad design software, students will learn how to make two dimensional drawings on the computer and how to dimension these drawings and plot them onto paper. There will also be a demonstration of computer controlled machinery.

FURN2003 Wood Finishing I
Wood Finishing covers burn-in and touch-up, which also includes finishing without use of spraying equipment to freshen up existing frames and chairs.

FURN2007 Furniture Design
The focus of this course will be applying design principles to the design of furniture. Students will design assigned objects as chosen by themselves. Topics covered include problem solving, steps in designing furniture, form, proportion, ergonomics and strength of materials. The design of jigs (shop built devices) will be examined. Each student will be required to produce a portfolio of their work for use with clients or employers. Other topics will include architectural blueprint reading, estimating, and practical considerations relating to self employment.

FURN2010 Cabinet Making and Wood Machining II
Working on given shop projects, the student will address various veneering techniques that involve veneering a flat surface, a curved surface, an edge and edge bonding. The layout and making of a chair will also be included in this section.

FURN2011 Upholstery II
In this level of Upholstery, the students will continue to improve their skills through projects such as semi-attached inside back, diamond tufting, channel back, tying coil springs, installing soft edge sinuous springs, measuring, cutting and sewing.

FURN2012 Upholstery III
Continuing to improve their skills in reupholstery (recovering), students will work on used upholstered furniture and will be taught the procedures for recovering, stripping, repairing springs and frame, repadding, retying springs, reconstructing cushions (foam, springs or loose fillings), measuring, cutting and sewing.

FURN2013 Technical Drawing IV
Students will continue to practice drawing skills learned in Technical Drawing I and II. In addition, geometric constructions, along with material calculation and costing, are studied.

FURN2014 Wood Finishing II
Participants will explore interesting decorative finishing such as leafing and antiquing, as well as making up colour samples for further references.

FURN2015 Cabinet Making and Wood Machining III
Exploring techniques that are of special interest to them, the students will make furniture from their own designs. The design and construction of a chair is compulsory.

FURN5001 Upholstery Theory
The topics examined in Upholstery Theory include safety in the workshop, safe use of hazardous materials, discussions on upholstering tools and power equipment and materials used in upholstering.

FURN5003 Technical Drawing I
The furniture student will learn basic drawing skills and the ability to read blueprints. In addition to class assignments in lettering, line weights, layout and dimensioning, the student will make technical drawings of all woodworking projects.

FURN5005 Finishing I
An introduction to finishing materials. Finishing I examines health and safety precautions, solvents and flammable materials, surface preparation and simple finishing schedules, and mixing and application of various stains.

FURN5006 Finishing II
Burn-in and touch-up are taught. The use of paste filler on open grained wood is covered and water stain, wash coat and paste filler schedules are practised. Highlighting with the use of NGR spirit stain and oiled finishes is covered.

FURN5008 Technical Drawing II
Building on the material learned in FURN5003, students now explore isometric and blueprint drawing.

FURN5009 Furniture Design
Details taken from furniture made over the millenium are still used in furniture made today. This course examines, through slide presentation, the various periods of the history of furniture design. You will learn about the change from hand made to machine made furniture and about the developments in the twentieth century.

FURN5011 Woodworking Theory
Studying woodwork theory, the student will learn the basics of lumber, seasoning, defects, hardwoods, grading, veneers, plywood, fasteners, abrasives, adhesives, saw blades and grind stones.

FURN5012 Woodworking I
To learn the skills required in custom furniture and cabinet making and finishing in a workshop setting, the student will make shop drawings, build projects and complete exercises to learn the safe and proper use of stationary machinery (table saws, jointer, bandsaws) as well as hand tools and hand power tools.

FURN5013 Woodworking II
The student will learn drawing, layout, preparing cutting lists and making patterns of projects that are more complex. Fitting, assembly, clean up and surface preparation of more complex projects will be included, as will fitting of hardware and use of the router.

FURN5014 Production Management
After being introduced to production management, participants will examine production planning and control, procurement, inventory control and quality control. Supervision, plant layout and how to start a business will also be examined in detail.

FURN5015 Upholstering, Springing, Cutting and Sewing I
This course teaches the production and restoration of all types of upholstered furniture, including cutting and fitting of fabrics, machine sewing, rebuilding and respringing and application of fabric covering.

FURN5016 Wood Finishing
Wood Finishing provides an introduction to finishing materials, health and safety precautions, solvents and flammable materials. Surface preparation and simple finishing schedules are taught, along with mix and applications of various stains. The course also provides an introduction to spray equipment.

FURN5017 Upholstering, Springing, Cutting and Sewing II
Learn advanced techniques in upholstering and reupholstering, including coil-springing, spring edges, diamond tufting and semi-attached cushions.

GERT1002 Ambulation and Exercise
Through demonstration and practise, gain the skills necessary to promote and maintain fitness among both the well and the frail elderly. Specific topics include types of exercises, leadership skills, adaptations for specific disabilities, the safe use of wheelchairs, and the use of ambulation aids such as walkers and canes.

GERT1004 Activity Planning
Learn how to meet the psycho-social needs of the elderly through activity programs by planning a total activity program, implementing the program and evaluating it.

GERT1006 Use of Crafts and Hobbies
Learn to observe, plan, practice and analyze a variety of craft and hobby skills, with techniques and devices used to adapt these skills for the aged and people with disabilities.

GERT1010 Special Needs
The skills needed to communicate and work effectively with elderly people who have physical impairments such as hearing, speech and visual loss are studied and/or practised. Students become familiar with adaptive devices used for activities of daily living and learn how to assess accessibility in the community for people who have disabilities.

GERT1012 Assessment Skills
Learn the skills needed to assess an individual's physical, social, emotional, intellectual and spiritual needs and interests, techniques for performing a helping interview with the elderly client, forms used for the purpose of recording assessment finding and charting techniques in current use in the field.

GERT1014 Psychogeriatrics
This course examines behavioural disturbances with emphasis on those most commonly found in the elderly population. Topics include chronic mental health problems, such as dementias, neuroses, as well as affective behavioural disorders and addictions.

GERT1015 Therapeutic Programming
Learn about programs designed to meet the psychosocial and physical needs of the moderate to severe cognitively impaired elderly client, theoretical and practical techniques used to develop specialized programs for those with Alzheimer type syndrome through evaluative methods that determine the effectiveness of these programs.

GERT1018 Field Practice I
Supervised field work is an integral part of the program. Job skills will be developed through placement in a variety of programs and facilities. Students will be required to gain experience in both institutional and community agencies. Field Practice I is a prerequisite for Field Practice II. Must be taken concurrently with Field Work Seminar 1 and II courses.

GERT1020 Field Practice II
See GERT1018.

GERT1025 Field Work Seminar I
Students meet weekly with faculty advisors to discuss common concerns and explore issues raised in Field Placements. The seminar provides an opportunity to integrate academic and practical learning, experience in a small group. To be taken concurrently with Field Practice I and II.

GERT1027 Field Work Seminar II
See GERT1025.

GERT1030 Gerontology
Emphasis is on understanding the special needs of the elderly within the dental health field in this psychological and social study of aging.

GERT1031 Introduction to Biology of Aging
This course will focus on the anatomy of adult body systems, age-related changes in anatomical structure and function, and age-related disorders common to the older adult.

GERT1033 Introduction to Gerontology
This course provides students with a general overview of the field of gerontology. Psychological and social issues which impact upon aged individuals are examined. Theoretical and practical approaches are utilized to provide a broader understanding of what it means to be an older adult in Canadian society.

GERT1035 Alzheimer's Disease and Related Disorders
This course familiarizes students with all aspects of caring for someone with Alzheimer's Disease or related disorders. The focus is on the disease process as it impacts on the client, the caregivers, society and the service providers in the community.

GERT2004 Organization and Management Skills
The principles of organization and management are taught to help prepare the student for effectively supervising an Activity Department.

GERT2006 Community Resources
This course examines the community resources utilized to meet the needs of the elderly. The student will identify, classify and analyze existing social services. Guest lecturers are featured in this course.

GERT2009 Field Practice III
To be taken concurrently with Field Work Seminar III and IV, this course provides further opportunities for development and integration of applied skills. Prerequisite: GERT1018, GERT1020.

GERT2011 Field Practice IV
See GERT2009.

GERT2016 Field Work Seminar III
To be taken concurrently with Field Practice III and IV. This course provides opportunity for group discussion, problem-solving and support. Prerequisite: GERT1025, GERT1027.

GERT2018 Field Work Seminar IV
See GERT2016.

GERT2025 Social Policy and Governance
Students will become familiar with the legislation governing services for seniors. This legislation will be examined in relation to basic standards and guidelines. Other non-governmental standards and guidelines will be examined in relation to their impact on services to seniors.

GNED General Education Elective
The student will be able to choose from a list of General Education elective Courses that will be offered.

GNED Technology and Its Effect on Society
By exploring how technology affects changes in the economy and in society, the learner will examine the effects of technology on society from the Industrial Revolution to the current Technology Revolution and will be able to apply historical problems and trends to the problems of today. Trailing the causes of current concerns in society such as rapid change and high unemployment will lead to a discovery of how individuals can better prepare themselves to thrive in the "New Economy."

GNED Building Science and the Environment
This course is an in-depth study of building structures as an integrated system, the causes and effects of changes to the building envelope and its affect on both the internal and external environment. Environmental change with regard to materials, their toxicity, placement and disposal is also studied in the context of knowledge required of a renovation contractor.

GNED Environmental Issues in Technology
Course description under development.

GNED General Education: History of Architecture
Course description under development.

GNED1003 General Education Foundation
This inter-disciplinary course introduces students to the perspective of the arts and humanities, social sciences and science technologies by exploring some of their key contribution to understanding the changes currently facing individuals and communities in Canada.

GNED1004
See GNED 1003.

GNED1016 Foundations for Humanities, Arts, Technology and Science: Challenge and Change
This general education course introduces students to the perspectives of Science and Technologies, Social Sciences, the Arts and Humanities by exploring some of their key contributions to understanding the changes currently facing individuals and communities in Canada and the modern world. Students will examine selected issues in terms of historical context, theoretical foundations and contemporary implications.

GNED1017 Children's Literature

GNED1018 History of the Family

GNED1020 International Interactions
Global competition requires knowledge and understanding of various cultures, as well as knowledge of the competition. This course will help students to develop a socio-cultural awareness which could lead to better business interactions in the world marketplace.

GNED1020 Work in the 21st Century
This course introduces students to critical issues in the changing workplace. It is designed to develop the knowledge and skills that will be required to deal with these changes, and to influence their lives and their environment in a meaningful and responsible fashion.

GNED5001 General Education Foundation

GRAF1001 Layout I
This is a basic course in the principles and practice of sign layout. First principles of letter, word and line spacing are followed by principles for the selection of typefaces for display and body copy, grouping copy blocks and achieving balance, emphasis and harmony in monochromatic signage.

GRAF1002 Layout II
This is a second course in the principles and practice of sign layout. First principles of letter, word and line spacing are followed by principles for the selection of typeface for display and body copy, grouping copy blocks and achieving balance, emphasis and harmony in a range of signage. The physical aspects of layout such as structure, rhythm, unity and variety are coupled with consideration of psychological aspects such as emotive factors and associative factors of colour.

GRAF2001 Field Placement
This course introduces the student to the workplace setting through field placement.

GRAF3001 Portfolio
This is a portfolio development course emphasizing originality and creativity to produce design and advertising materials for different media environments.

HEAR1001 Clinical Acoustics
This course provides to the student the opportunity to develop an understanding of the physical and acoustical properties and characteristics associated with sound waves and the human hearing mechanism.

HEAR1003 Theory and Applications – Level I
Divided over two semesters, this course provides the student with the theoretical/practicum background to hearing instrument technology. The student becomes familiar with the various types of hearing devices, their components and functions. The practicum portion of the course allows the student to learn the principles and procedures associated with fitting hearing devices.

HEAR1004 Theory and Applications – Level I
Continuation of HEAR1003.

HEAR1005 Counselling
An overview of the social and psychological effects of hearing loss, counselling provides the students with specific practical counselling strategies for assisting clients.

HEAR1006 Practicum Consolidation
This course provides the student with practicum experience in hearing instrument technology, fitting hearing aids, etc.

HIST1003 Dental Histology and Embryology
The general descriptive embryological principles that govern the formation of the face, neck, oral cavity, including dental structures are covered.

HIST4001 Advanced Dental Histology/Embryology
Having reviewed the fundamentals of oral histology this course will build on previously acquired knowledge of the dental tissues. Emphasis will be placed on oral embryology and the histology of the hard and soft tissues of the tooth in situ. Recent advances in the field will be emphasized in relation to clinical considerations of restorative and preventive dentistry.

HLTH1001 Fitness I
Introduction to gym, promoting regular exercise and use of leisure time.

HLTH1002 Fitness II
Students participate in regular gym activities and are introduced to benefits of good nutrition.

HLTH1003 Applied Exercise Techniques I
Students will study the basic components of fitness, safety guidelines and correct techniques of exercise, training techniques for flexibility, aerobic and anaerobic modes of exercise.

HLTH1004 Applied Exercise Techniques II
This course involves practical demonstrations and teaching of the correct techniques and safety precautions when using free weights and weight training machines. Theoretical data that pertains to strength and endurance training is also covered.

HLTH1005 Introduction to Fitness Testing I
This introduction covers human performance tests related to fitness. Practical and theoretical skills are developed in the areas of anthropometry, strength, endurance, flexibility and blood pressure. STFA certification is offered in this semester.

HLTH1006 Introduction to Fitness Testing II
Human performance tests related to the Cardio-Vascular fitness component are covered. Practical and theoretical skills are developed in the areas of Heart Rate Reserve, Operations of the Electrocardiogram Astrand 6 Minute Bike Test, the Three Stage Bike Test.

HLTH1007 Exercise Class Leadership I
Contents will include the group class market; elements of a good class; performance criteria; content and exercise selection; introduction to music; planning and organization.

HLTH1008 Fitness Testing Clinic
This course integrates and applies practical and theoretical skills to prior comprehensive physical fitness tests. Pre-test screening, problem solving and counselling are integrated in this clinical setting. Data gathered from the assessment is calculated and categorized for the post test counselling session of the assessment.

HLTH1009 Exercise Class Leadership II
Building on the skills achieved in Exercise Class Leadership I by introducing more complex topics such as use of music, intensity change and progressions, the student presents a 20 minute full component fitness class to successfully complete this course.

HLTH1010 Introduction to Health Promotion
This 34 hour course introduces the student to the wellness and health promotion concepts. Wellness modules, health risk behaviours and lifestyle change are all discussed. Effective counselling techniques to facilitate lifestyle change are studied through a hands on application of the concepts in role playing.

HLTH1011 Health Promotion/Life Skills
Students will study life skills concepts that will enhance their personal and career successes and enable them to derive greater benefits from their college experience.

HLTH1014 Introduction to Fitness and Well-Being
As a General Education course, Fitness and Well-Being will help college students pursue a wellness lifestyle. The course examines underlying principles and assumption of personal health and provides motivation and guidance for creating positive changes towards personal health and fitness.

HLTH1016 Community Health I
This course is designed to provide the dental hygiene student with an introduction to community health concepts.

HLTH2003 Fitness Management Projects III
Class participants are involved in the selection, planning, operation and evaluation of an "Initiative Project" within the placement agency. The model of management by objectives is followed through the major job duties, initiative project and the weekly log completions.

HLTH2004 E.C.G. Monitoring Techniques
Theoretical information and practical experience will enable the student, when given various tracings, to recognize if the E.C.G. pattern is irregular.

HLTH2005 Program Administration Clinic I
Offering guided opportunities to utilize skills and theory from other courses, this course is a practical internship experience which simulates a wide variety of services offered by employee fitness/wellness programs. Students are scheduled to serve as a centre supervisor and an assessor/employee for part of the course. Special events and services are provided to the college and external communities through small group committee work. A weekly lecture and periodic workshops provide a theory base to this management oriented course.

HLTH2006 Guidelines to Exercise Programming
This 68-hour third semester course combines the knowledge gained in the sciences of exercise physiology, functional anatomy and fitness assessment with interpersonal and counselling skills in the design of a safe and enjoyable exercise prescription. Learn specific systems of programming which emphasize cardiorespiratory and muscular conditioning, flexibility and weight loss.

HLTH2007 Fitness Seminars
Fitness Seminars combines a series of professional development seminars, field trips, guest speakers and personal consultations.

HLTH2008 Programming For Special Cases
This course applies previously learned training principles are applied to the development of exercise prescriptions for special populations. Specific considerations for the design of programs during pregnancy, for older adults, cardiac patients, athletes and youth will be reviewed.

HLTH2010 Exercise Class Leadership III
This 68-hour course refines all areas of study and skill achieved in FIT 115 and FIT 125. Students are prepared for leading a 45 minute, full component class (by studying combinations, transitions, & step) and are able to present themselves for the Ontario Fitness Leader certification within the course.

HLTH2011 Program Administration Clinic II
During this continuation of FIT207, special events are organized and students work in committees to provide services to the centres' members.

HLTH2012 Advanced Fitness Assessment
This 68-hour, third semester course will refine and expand the skills learned in FIT 111 and FIT 115. Emphasis is placed on learning new indirect submaximal and maximal aerobic assessment protocols which are suitable for a variety of populations. Judgement, counselling, and communication skills are required in the administration of such assessments. Different techniques for the measurement of body composition will be discussed and students must demonstrate competency in each of the methods.

HLTH2012 Advanced Fitness Assessment II
This fourth semester course continues to meet the practical requirements for the CFA. Students measure oxygen consumption directly and indirectly using various submaximal and maximal treadmill protocols. Posture flexibility, maximum and endurance strength and aerobics power are measured using protocols that are specific to the demands of a particular sport or activity.

HLTH2013 Exercise Class Leadership IV
Those students who have competed FIT 115, FIT 125 and FIT 215 are offered this 30 hour course which introduces the student to specialty areas of class leadership such as cardio funk, body sculpting, step circuit, theme classes and high/low choreography. Other specialty areas that deal with target populations such as pregnancy, children and seniors are addressed. Upon successful completion of the course, the student will be able to lead a 30-minute specialty class.

HLTH2016 Clinical Training in Fitness Field
The students are involved in demonstrating competencies in fitness programming, fitness testing, club administration, nutritional guidance and leading exercise classes in the work setting. Close communications and visitations are employed by staff to maintain ongoing feedback/evaluation between the agency, the student and the staff. Prerequisite: Successful completion of Semester I, II and III.

HOSF1002 Pastry, Desserts and Related Theory
Produce a variety of baked products using hand tools and equipment and following standard recipes. Prerequisite: HOSF1004.

HOSF1004 Techniques of Baking
Learn the basic baking skills required to function as a cook reading and following a recipe, and producing a finished baked product.

HOSF1006
See HOSF1002.

HOSF1007 Bake Theory
Gain the theoretical background necessary for the practical baking courses. The student learns about baking ingredients, what they are, and how and why they function as they do in the baking process.

HOSF1010 Work Experience Externship
Allows the student an opportunity to work in the industry and apply theoretical knowledge in a practical setting.

HOSF1011
See HOSF1010.

HOSF1013 Large Quantity Food Preparation – Basic
This course trains the student to work in an institutional food preparation setting.

HOSF1014 Cuisine à la Carte
This course prepares the student to work in an operational setting – Siegfried's, a formal dining room in the GBC Hospitality Centre.

HOSF1016 Large Quantity Food Preparation – Basic
See HOSF1013.

HOSF1018
See HOSF1014.

HOSF1023 Culinary Techniques – Basic
This course prepares the student for the realities of the industry. The student is introduced to many basic preparations; practices basic culinary techniques; and develops working habits required in the workplace. The Small Quantity Food course is a required component of the Cook's Apprenticeship program.

HOSF1024 Culinary Techniques – Advanced
In this course, the student adds to the repertoire of culinary skills. The student will practice these skills within the supervised setting of the demonstration lab. Prerequisite: HOSF1023.

HOSF1026 Culinary Techniques – Basic
See HOSF1023.

HOSF1028 Culinary Techniques – Advanced
See HOSF1024.

HOSF1029 Food Theory Basic
The course details basic cooking procedures, ingredient combinations, and how and why they function in the cooking process.

HOSF1032
See HOSF1029.

HOSF1033 Food Theory Advanced
The course is a continuation of cooking procedures, ingredient combinations and how and why they function in the cooking process.

HOSF1037 Food and Beverage Service I
Food and beverage service is fundamental to any hospitality operation and a significant revenue source. In this course, the student will learn and demonstrate basic service skills and the self-discipline and attention to personal appearance that is critical to success in this industry.

HOSF1038 Food and Beverage Service II
This course is a continuation of HOSF1037. The student learns and demonstrates dining room skills. The professional standards required in the industry are fine tuned and the student will also learn how to tableside work. Prerequisite: HOSF1037.

HOSF1041
See HOSF1004.

HOSF1053 Fermentation Theory
Includes the ingredients responsible for fermentation, effects of fermentation on the final product & control of dough temperature during fermentation.

HOSF1054 Fermentation Practical
Applies principles of fermentation theory in a bakery lab setting.

HOSF1055 Pies Theory
Includes ingredients & techniques used to produce pie products.

HOSF1056 Pie Craft
Applies principles of pie theory in bakery lab setting.

HOSF1057 Muffin Craft
Includes theory & preparation of quick breads including a variety of muffins & tea biscuits

HOSF1058 Puff & Sweet Paste
Applied principles of puff & sweet paste theory in bakery lab setting.

HOSF1059 Puff & Sweet Paste Theory
Includes ingredients & techniques used to produce high quality sweets, paste & puff goods.

HOSF1060 Choux Paste Practical
Applies principles of producing a further variety of pastries & paste items.

HOSF1061 Cookie Theory
Includes theoretical & practical understanding of the various formulated methods of preparation of cookies for the industry.

HOSF1062 Cookie Craft
Applies principles of cookie theory in the production of a variety of common industry products.

HOSF1063 Decorating Theory
Includes the fundamentals of decorating, style, texture, & color.

HOSF1064 Decorating Craft
Applies principles of decorating theory in the production of a variety of common industry items.

HOSF1065 Cake Theory
Includes a theoretical & practical understanding of the formula methods of preparing specialty cakes.

HOSF1066 Cake Craft
Applies principles of cake theory in the preparation of a variety of specialty cakes.

HOSF1067 Bakery Management
Applies current industry business practices in an operational context.

HOSF1068 Theory of Aboriginal Cuisine
The course details the history and development of aboriginal cuisine in the North American context.

HOSF1069 Heritage & Culture
The course provides students with an insight into the role of food in aboriginal culture, the socioeconomic implications and its current revival.

HOSF1070 Aboriginal Culinary Techniques
The application of theory courses in a practical setting utilising aboriginal foods.

HOSF2001 Advanced Pastry Skills II
Learn how to produce baked products, mainly cakes and desserts which are recognized internationally. Prerequisites: HOSF1004, HOSF1002.

HOSF2002
See HOSF1010.

HOSF2003 International Cuisine – A La Carte
Students prepare international & ethnic cuisine utilising commonly used ingredients, customs, culture & menu design of international cookery.

HOSF2004 Food Preparation Garde Manger
The course prepares students for work in garde manger – cold food preparation.

HOSF2006 Advanced Food and Beverage Services
Those involved in managing food and beverage operations must understand the basics of service in order to hire, train and supervise service staff, and to perform services as a manager "on the floor". In this course the student will learn to take full responsibility for the positions of service captain, bartender and host of the dining room. The student will approach food and beverage service from a manager's perspective. Prerequisites: HOSF1037, HOSF1038.

HOSF2007 Advanced Pastry Skills I
Continue to apply skills in the preparation of baked products and professional standards in the production of pastries and related items. Prerequisites: HOSF1004, HOSF1002, HOSF1007.

HOSF2008 Culinary Techniques – International
This course is a detailed study of culture, climate, food products and other factors influencing ethnic and international cuisines of various countries. The student will develop the skills necessary to plan international menus, modify and adapt recipes and apply these skills to the preparation of international dishes. Prerequisites: HOSF1023, HOSF1024.

HOSF4001 Italian Baking and Desserts
Students will explore preparation of traditional Italian desserts, bread and roll craft, cake making and decorating.

HOSF4002 Operational Controls
This course examines the policies and practices required to control food, labor and related expenses in a food service operation.

HOSF4004 Field Placement
This includes both a clinical and administrative field placement, allowing the student a broad base of hands-on work experience.

HOSF4005 Experimental Applied Food Chemistry
The course examines the structure and composition of foods and the scientific principles involved in food preparation for therapeutic diets.

HOSF4006 Classical and Contemporary Italian Food Preparation Techniques
Food preparation/styling emphasizing regional Italian cuisines.

HOSF4007 Italian Small Quantity Food Demonstration and Labs
Students are introduced to the preparation of Italian cuisine through daily demonstrations and labs. Included are the traditional recipes and preparational styles of soups, pasta, rice, polenta, gnocchi, sauces and marinades used in Italian cuisine. Classes on specialized butchering, fish, shellfish and molluscs are also featured.

HOSF4009 Italian Menu Development
This course exposes the student to the variety and format of Italian menu design and engineering. A study of Italian food products and standards will precede a description of unique purchasing methods. Menu planning, costings and marketing will be included as part of the introduction of the program. During the latter portion of the program, students will be expected to demonstrate techniques and menu knowledge in a featured dining experience.

HOSF4010 Infection Control and Safety
Principles of sanitation and safety practices in relation to food services operations are discussed. Students learn how to implement and maintain high standards of food service sanitation and safety.

HOSF4011 Italian à la Carte Kitchen and Dining Room Service
During the final block of the semester, students demonstrate their newly acquired knowledge of Italian cuisine by developing special menus featuring Italian cuisine and wines for the College dining room.

HOSF5003 Craft Techniques of Baking
See HOSF1004.

HOSF5004 Pastry and Desserts
See HOSF1004. Prerequisite: HOSF5028.

HOSF5008 Sanitation
The CRFA national sanitation program forms the basis of this course.

HOSF5028 Bake Theory
See HOSF1007.

HOSF5044
See HOSF1010.

HOSF5046
See HOSF1013.

HOSF5047 Large Quantity à la Carte
See HOSF1014. Prerequisites: HOSF5067.

HOSF5048 Cantonese Preparation I
Chinese Food Preparation Program.

HOSF5050 Dim Sum Preparation I
Chinese Food Preparation Program.

HOSF5052 Chop Suey Preparation I
Chinese Food Preparation Program.

HOSF5054 Sichuan (Szechuan) Preparation I
Chinese Food Preparation Program.

HOSF5056 Cantonese Preparation II
Chinese Food Preparation Program.

HOSF5058 Dim Sum Preparation II
Chinese Food Preparation Program.

HOSF5060 Sichuan (Szechuan) Preparation II
Chinese Food Preparation Program.

HOSF5062 Barbecue Preparation
Chinese Food Preparation Program.

HOSF5064 Chop Suey Preparation II
This course is a continuation of HOSF5052.

HOSF5066
See HOSF1023.

HOSF5067
See HOSF1024.

HOSF5068
See HOSF1029.

HOSF5069
See HOSF1031.

HOSF5071 Food Theory
The course discusses Chinese cooking terminology, cooking techniques, food sources and ingredient combinations.

HOSF5072 Food Theory
This course continues topics discussed in HOSF5071. The course compares traditional and modern Chinese food preparation.

HOST1005 Food, Beverage and Labour Cost Control
Strict control of costs is essential for the survival of a hospitality business. It is imperative that students learn what cost controls are available to a manager. The emphasis of this course is on how to make these controls work. Prerequisite: HOST1012.

HOST1011 Mixology
In this course, the student learns how to set up and run a bar, and how to make basic cocktails.

HOST1012 Restaurant Operations
Through this introductory look at all aspects of restaurant operations, the student learns to perform the required calculations.

HOST1014 Kitchen Management
See HOST1012.

HOST2001 Hotel Management II
In this course, the student learns about the final two stages of the guest cycle: the service and operational tasks performed during the occupancy and departure stages. Students are introduced to the managerial function of the front office, that is, the functions of the reservation and front office manager. Prerequisite: HOST2002.

HOST2002 Hotel Management I
In this course, the student learns about the first two stages of the guest cycle. These are the two highest profile functions of the hotel front office, the pre-arrival and arrival stages.

HOST2005
See HOST2006.

HOST2006 Supervision
Students learn the skills and responsibilities of a supervisor in the hospitality industry as a front line management representative.

HOST2008 Hotel Sales
A speaker series, the course brings hospitality professionals forward to discuss both their operations and their role in the hotel industry.

HOST2010 Financial Management Projects
Working in groups to create an actual restaurant plan and prove its viability, students must apply the theory they have learned and make it work in the equivalent of an "in the real world" situation. The course culminates in a public presentation by each group to peers, instructors and industry personnel. Prerequisites: ACCT2017.

HOST2013 Wines
In this course, the student learns the fundamentals of wines from around the world – how they are produced, stored and served. In addition, the student studies marc and brandy. This course fulfills the requirements of the Wine Council of Ontario certificate.

HOST2015 Bar Management
The course examines issues related to beverage management as well as topics in entertainment and security.

HOST4001 Food Service Facilities
This course examines the design, menu application and needs requirement of a food service operation.

HOST4003 Menu Planning
This course will provide the student with an increased understanding of how to apply the principles of menu planning in the health care sector and how to recognize the various factors influencing menu acceptability.

HOST4004 Italian Wines
A specialized wine appreciation course is offered throughout the program featuring Italian wines. The wines are taught in conjunction with the study of regional foods with emphasis on the utilization of wine in the Italian kitchen.

HOST5007 Food, Beverage and Labour Cost Control
See HOST1005. Prerequisite: HOST5018.

HOST5012 Menu Planning
Traditional and modern Chinese menus are discussed and prepared with regard to patterns, combination of items, presentation and introduction to costing.

HOST5016 Mixology
See HOST1011.

HOST5017 Advanced Mixology
In this course, the student develops speed and dexterity in bartending and foodservice in order to achieve professional standards.

HOST5018 Kitchen Management
See HOST1012.

HOST5020 Kitchen Management
Students learn about the special equipment and unique setup of this equipment in a Chinese kitchen. They also learn to read and understand a kitchen layout drawing, as well as purchasing, receiving, storage, inventory control procedures, staff timetabling, efficient use of human resources, and food and labour cost control.

HOST5024 Dining Room Organization I
Learn the fundamentals of dining room operation, the basic elements of service, the roles of front of the house staff and how to market in the dining room.

HOST5025 Dining Room Service – I
Through supervised performance in an actual dining room, this course prepares the student to properly set up and service a formal dining room. The student will apply the basic elements of service, and demonstrate the self-discipline and attention to personal appearance that are critical to success in this industry.

HOST5026 Dining Room Organization II
Exploring the workings of a dining room from a supervisory perspective, the student learns to respond as a manager to whatever problems arise in the dining room, including how to perform tableside preparations.

HOST5027 Dining Room Service II
As the students improve service skills to the professional standards of a high quality dining room, they will also learn to perform the leadership role and tableside function of a dining room host, a bartender and a service captain. Prerequisite: HOST5025.

HOST5028 Wines
See HOST2013.

HRM1001 Human Resources Administration
This course will introduce students to management skills required to manage human resources and provide them with a forum to demonstrate their grasp of those skills. Topics include: recruiting and selecting employees, appraising, rewarding and managing performance, training the workforce, managing compensation, administering benefits, employee rights and discipline, and managing workplace safety and health.

HRM2001 Compensation and Benefits (Pay Equity)
This course provides an understanding of the process, issues and techniques involved in developing and administering a compensation system. The course will examine pay equity legislation and its impact on job evaluation, job class identification and comparison, wage adjustments and resulting implications for equitable compensation for all.

HRM2002 Staff Training and Development
This course provides the student with an understanding of the role of training and development in human resource management and its importance as a strategic approach to improved productivity, efficiency and profitability in the organization.

HRM2003 Recruitment and Selection
This course explores and analyzes the processes of applicant search, screening, interviewing and selection with a view to ensuring a bias-free approach which is inclusive in intent.

HRM2004 Human Resources Information Systems
This course presents the basic concepts and structure, including the usual subsystems comprising an HRIS; sets out the steps involved in developing an HRIS; and provides a survey of commercial HRIS software currently available. Collection of sensitive personal data and related privacy management will be covered.

HRM2005 Human Resources Planning
This course introduces the student to human resources planning, including research techniques and appropriate use of HRIS, and provides an understanding of the essential elements of the planning process and its role in the achievement of organizational goals.

HRM2006 Managing Change: A Co-operative Task
This course examines the issues involved in facilitating organizational change and explores both tested and innovative techniques in the context of a worker/employer partnership.

HRM2007 Collective Agreements: Negotiation and Administration
This course introduces the student to a study of the worker organizing processes; collective bargaining; emerging issues for negotiation such as pay equity, employment equity, sexual and racial harassment, workplace, safety and environmental integrity; and administration of collective agreements.

HRM2008 Employment Equity
This course examines generally accepted elements of employment equity programs from legislative, economic, human rights, and ethical perspectives. The prevailing theme of this course will be the importance of diversity in the workforce to the overall success of an organization.

HRM2010 Human Resources
Students learn techniques for managing human resources including motivation, training and development, job design and standards of performance.

HRM2012
See HRM2010.

HRM2015 Work Placement
In the fourth semester, students are scheduled to work one day per week in a human resources management environment. Students are encouraged to find their own placement in a specialized area, however the College assists in making initial contacts; providing student resumes, and placement "contracts" to the companies that agree to participate. An evaluation of student performance is returned to the Division on completion of the placement. Students are asked to write an assessment of their experience, which is appended to the company evaluation.

HRM3001 Labour Relations and Human Resource Management
The principles of construction labour relations and human resource management are the focus of this program. Quality construction management requires knowledge and skills in both of these disciplines. This course provides the student with the basics necessary to understand the procedures of collective bargaining, human relations and conflict resolution. Through the case study method, the student will learn motivational skills, time management skills, problem solving skills and team building skills. Alternative dispute resolution (ADR) methods will also be discussed.

HSAF1001 Workplace Health and Safety
This course introduces the student to a comprehensive coverage of the field of occupational health and safety – focusing on relevant government legislation and the organizational efforts to prevent and control occupational injury and illness, property damage (including fire and explosions), security breaches, pollution and product liability. Upon completion of the course, the student will understand the importance of loss control, not only as it impacts the profitability of an enterprise, but as it affects the reduction of pain and suffering, increased awareness of and effectiveness of risk management goals, better morale and a more stable workforce.

HUMN1001 Ethics/Professional Management
Exploring the concept of professionalism and the responsibilities and accountabilities of the professional in our society, students explore the ethics associated with providing health services to the community.

HUMN1005 Search for Meaning
This course introduces philosophy by exploring the problem of meaning in the modern age and by examining various issues within the traditional areas of epistemology, religion, ethics, politics, metaphysics and the study of human nature. The course includes an orientation to analytic reasoning.

HUMN1006 World Religions
World Religions explores the nature of religious experience and introduces the world views, ethics, practices and beliefs of each of the world religions. Additionally, the course explores contemporary issues relating to the world religions as well as relevance to the personal and the public arena.

HUMN1008
This course guides students in learning research techniques and composing a research essay for a topic related to the arts and humanities. Weekly seminar participation is required.

HUMN1014 Art and Music of the Western World
An overview of the great artistic and musical monuments of the Western tradition is presented in this course, as well as political, economic and social milestones. Students will develop a deeper understanding of cultural works and a broader appreciation for the humanities. The course is organized chronologically.

HUMN1018 Information Systems and Society
Information Systems and Society is an interdisciplinary course through which the student will develop knowledge and understanding of the use of information technologies. This course focuses on computer based information technologies and their impact on the acquisition and communication of data, knowledge, work, organizational behavior and society. During this course the student will study the evolution, application, and impact of the information technologies through a variety of methods including discussion, assignments, case studies, research and use of information technologies.

HUMN1019 Technology and Its Effect on Society
The effects of technology on society will be examined, from the Industrial Revolution to the current Technology Revolution. The course will be separated into the three time periods. The students will be able to apply historical principles and trends to the current issues related to *rapid* change and high unemployment, through understanding the driving forces of transition (old economy and new economy).

HUMN2001 Values, Ethics and Professionalism
Students will clarify values, understand current ethical and moral issues and develop an understanding of professionalism in preparation for entry into the workplace.

HUMN2004 Contemporary Moral Problems
This foundations course in ethics introduces some major western ethical perspectives and explores some contemporary moral issues. The historical context, legal and social implications of each moral issue are examined in addition to an exploration of the philosophical perspectives. Students are taught to evaluate the structure of argument, understand assumptions, and to determine the validity of arguments.

HUMN2007 Values, Ethics and Professional Issues
Students explore the development of personal values and ethics and their application to the profession of intervention. The class investigates codes of ethics of other professions and the responsibilities of consumers, agencies, society and self. Ethical issues current in the field will be a significant portion of the course.

HUMN2011 Values, Ethics and Professional Issues
Students explore the development of personal values and ethics and their application to the profession of interpreting. The class investigates codes of ethics of other professions and the responsibilities of consumers, agencies, society and self. Ethical issues current to the field will be a significant portion of the course.

HUMN3001 Values, Ethics & Professionalism
Learn to examine the complex and often conflictual issues present in the field of mental health, study existing codes of behaviour and explore ethical and professional positions as they relate to their chosen field.

HUMN3003 Management, Ethics and Professional Responsibility
Students will learn the "norms" and standards of ethical conduct of their profession.

HVAC1001 Refrigeration Theory
In Refrigeration Theory the topics of heat include quantity, type, intensity, temperature, scale conversion, refrigeration loads, gas laws and properties, system component analysis and selection, refrigeration and air conditioning cycles, piping layout system capacity control, accessory selection and application, and the types of systems available.

HVAC1002 Heat Load Calculation
Participants will examine basic thermodynamics, properties of material combinations in heat transfer, human comfort and development of heat transfer equations. Humidity, psychometrics, building heat storage effect and solar load analysis are discussed with building code requirements for HVAC systems. Heating and cooling load determination are explored using HRAI procedures and manuals and equipment selection procedures.

HVAC1003 Laboratory Applications
Students combine theory and practice to operate a medium temperature refrigeration application. The tools, materials and instruments typically required to construct and operate the system are used by the students. Basic electrical control circuits are installed and adjusted as required. Operating characteristics are measured and analysed for possible remedial action. In addition super heat measurement and adjustment are studied.

HVAC1004 HVAC System Design I
HVAC system evolution. Static, velocity and total systems pressure. Friction, impact, aspiration and turbulence in air flow. Duct sizing and drafting layout using the HRAI design methods and manual is introduced. Fan curves, air duct sizing and layout in residences, and system adjustment and balancing procedures.

HVAC1005 Fuels Technology
Fuels Technology examines several types of heat including gas, oil, hydronic and electric heat. Availability, comparative cost, production, distribution, properties and characteristics of fuel will be discussed with gas and oil combustion principles, gas pipe sizing and gas vent sizing. Students will also explore contemporary gas, oil, hydronic and electric control safety devices and circuits.

HVAC1006 Electrical Fundamentals
This course introduces students to electron theory and current flow, magnetism and voltage drop. Additional topics include resistive, capacitive and inductive circuits. Capacitance, D-C and A-C supplies and poly-phase circuits are also investigated. A-C inductive and capacitive reactance and impedance as it relates to air conditioning circuits will also be covered. Ohms Law calculations related to series and parallel circuits will be studied.

HVAC1008 Electrical Circuit Analysis
With attention to HVAC&R electric control circuit pictorial and schematic diagrams, students will explore pilot control, line load circuits and the components appropriate for contemporary HVAC&R systems. The construction, circuit analysis and drafted sequence of operation for ladder and combination proper controls and circuit safety devices will also be discussed, along with single and three phase starting sequence for induction motors and reduced voltage motor starter applications.

HVAC1009 Drafting
Addressing basic mechanical and architectural drafting practices with emphasis on the correct use of drafting equipment to produce quality drawings, topics of this course also include: line types, weighting, lettering, scale drawings, symbols and schedules. Students will develop the viewing methods of orthographic projection, oblique projection, one and two-point perspective and isometric projection will be covered. Section and auxiliary viewing methods will be investigated as a means of allowing the student to better visualize on paper an object that is to be drawn. Hydronic pipe drafting practices will also be covered.

HVAC1010 Installation Methods I
This course will introduce the student to basic electrical theory and its relevance to the refrigeration industry. Series and parallel circuit relationships and calculations using Ohms Law will be shown. Identification and uses of single phase and three phase induction motors will also be included. HVAC & R control circuits using appropriate switches, relays, contractors and starters will be incorporated into projects on control systems. Correct identification and safe use of required measuring instruments will be shown. Identification of refrigeration system lines, fittings, combine with projects that involve the fabrication of system lines by bending, flaring and swaging.

HVAC1011 Installation Methods II
Students will apply the fundamental principles learned in Installation Methods I. Topics include refrigerant sizing and electrical control circuit wiring required to construct a medium temperature refrigeration system. The system will be leak checked, evacuated and charged. Systems readings such as superheat and subcooling are recorded to evaluate the system operation. System adjustments and a variety of control systems are installed to provide simulated industry situations. Basic refrigeration components are covered including: compressors, condensers, receivers, evaporators and metering devices. Psychometric and pressure enthalpy diagrams are used to analyse, evaluate and explain system performance. Refrigerant handling, identification and environmental issues related to the removal of refrigerants from systems will be detailed.

HVAC2001 HVAC System Design II
A review of first year design theory, students will continue investigation of gas laws, tables and equations. Commercial load calculation procedures, using ASHRAE design material and code standards, and advanced psychometric analysis including evaporative and mixed air processes will also be explored.

HVAC2002 System Control
Studying modulating electric three-wire control circuits for integrated HVAC building control systems, students will also examine pneumatic control system night setback operation, application and operation of pneumatic controllers, actuators, control relays and switches for typical HVAC building systems.

HVAC2003 Refrigeration Theory
Refrigeration Theory will address refrigerant piping installation design, moving on to Mollier diagram plots of typical single stage, two stage and compound thermodynamic cycles for mechanical refrigeration systems. Residential heat pump systems will be discussed, and participants will explore lubricating oil analysis, selection, acids and viscosity and flow in systems.

HVAC2004 HVAC System Design III & Drafting
The Static Regain and Equal Friction methods of commercial duct design including air distribution patterns, air terminals, fan laws, fan performance, and fan selection procedures are discussed. The course will also cover water pump characteristics and selection and system characteristics and operations, duct layouts, using ASHRAE symbols for heating and cooling, ventilating valves and fittings, and reading mechanical and architectural plans. Detailing machine rooms, duct chases and sheet metal fittings, and preparation of plans for detailed layouts of HVAC systems for medium sized commercial buildings to meet all codes will be examined in detail.

HVAC2006 Laboratory Applications
Students will concentrate on learning the operation of a medium temperature refrigeration system and studying superheat measurement and adjustment. Piping pressure drop determination, electric control system installation and adjustment will be discussed, as well as system test procedures.

HVAC2009 Estimating
Takeoff of mechanical working drawings for HVAC system ducts, piping and machine rooms highlight this course, also covering preparation of bills of materials and costing of commercial, institutional and light industrial HVAC systems. Students will also examine drafting sales proposals and cost overheads.

HVAC3001 HVAC System Design IV
All air systems are examined, including terminal reheat, variable air volume, dual duct and multiple zone. Air and water induction systems and fan coil and unit ventilation systems are also investigated. Students will produce a detailed design of a medical clinic and the design project of a commercial office building using a water source heat pump.

HVAC3002 HVAC System Design V
In this level of HVAC System Design, participants study indoor air quality (IAQ) problems and solutions, as well as thermal storage practices: load shifting, ice making, compressor and equipment sizing and load levelling. Students advance to design a detailed project of an office building using a variable air volume design application.

HVAC3003 Refrigeration Theory
Focusing on lithium bromide and other absorption systems, this course also addresses centrifugal compression systems, Mollier diagram example of single stage, two stage and compound cycles for low ozone depleting refrigerants, and plotting fan curves. Water treatment in refrigeration systems is also discussed.

HVAC3005 Energy Management
Energy Management covers the study of building system energy consumption, including analysing building energy performance, energy audits and energy conservation guidelines for building systems. Financial evaluation and implementation of an energy plan are further components of this course.

HVAC3006 Plumbing and Fire Protection
A course on the National Standard Plumbing Code, and the authority having jurisdiction, plumbing and fire protection topics are engineering principles in material, equipment and fixture selection and pipe sizing for water service and distribution. Charts and tables are prepared during the design of systems.

HVAC3007 Computer Applications
Learn to employ developed software to calculate commercial heat loads while developing a commercial air duct design for either static regain or equal friction methods.

HVAC3009 Contract Administration
The contracting process is comprised of many components including preparing contract proposals and forms, contractual chains and the flow-down process. Terms and conditions: clauses and their implications in contract tiers are discussed with liens, liquidation and consequential damages, the use of bonds, nondisclosure agreements, conditional purchase orders, hold harmless and change order process.

HVAC5007 Gas Technician III
With an introduction to gas appliances, this course provides the theory and skills designed to meet the educational requirement for Gas Technician 3 Certification. It includes: health and safety, hand and power tools, properties and safe handling of propane and natural gas, codes and regulations, electricity, customer relations, and piping and tubing.

HVAC5008 Gas Technician II (Part B)
Part B of the Gas Technician II course covers such topics as: water heaters and systems, forced warm air heating systems, space heating and decorative appliance, venting, air handling systems, liquid propane and flame safeguard control.

HVAC5018 Gas Technician II (Part A)
This course provides the first half of the theory and skills designed to meet the educational requirement for Gas Technician 2 certification. It includes: advanced piping, controls, metres, regulators and valves, domestic gas fired refrigerators and conversion burners.

ILLS3001 Drawing and Illustration I
This course focuses on the illustrators role in the advertising and design process as well as his or her role as an independent professional.

ILLS3002 Drawing and Illustration II
This course, through a series of assignments, emphasizes the entrepreneurial aspects of illustration in the visual communication field.

INS2006 Principles and Practice of Insurance
Providing the student with an overview of the insurance business, course topics will include the organization and operation of insurance, basic legal documents and applications, policy interpretation, reinsurance, federal and provincial controls, and the history of insurance.

INTV1002 Interpersonal Skills
An introduction to theories and practises of interpersonal skills, this is an experiential course that encourages students to reflect on and identify their strengths as communicators.

INTV1003 Introduction to Field and Community Resources
Students will gain an overview of the agencies, programs and services available to people who are deaf-blind. Through a combination of classroom learning and field trips, students will acquire a framework that demonstrates the breadth of roles of the intervenor.

INTV1004 Deaf-Blind Communication I
This course addresses communication methods used in the community of people with acquired deaf-blindness. Students will learn finger-spelling, two hand manual alphabet, adapted American Sign Language, large print notes, and precis and minimal language skills. Laboratory instruction and skills practice support and reinforce theory.

INTV1005 Deaf-Blind Communication II
While the theories and skills associated with communication in the field of congenital deaf-blindness are studied, emphasis is on concept development, gestural and non-formal communication. Students will acquire skills in AITSL (Adapted Interactive Tactile Sign Language). In the final semesters students will gain an understanding of the basics of SEE (Signed Exact English).

INTV1006 Orientation and Mobility
Students will learn the skills needed to safely and effectively guide a visually impaired or deaf-blind person in a variety of situations, and will spend a significant portion of class time working under blindfold in the community.

INTV1007 Field Work Seminar
Through examination of issues, skills and values, the seminar supports integration of classroom theory with field practice and fosters peer support among intervenors. Students are given an opportunity to discuss all aspects of their field work.

INTV1008 Field Work Practice
This course gives each participant 160 hours of guided and supervised work experience during the course of the semester. Students will be placed in programs/agencies that will provide experience in both the congenital and adventitious areas of deaf-blindness.

INTV1009 Deaf-Blind Communication I
A continuation of INTV 1004.

INTV1010 Deaf-Blind Communication II
A continuation of INTV1005.

INTV1011 Skills of Daily Living/Assistive Devices
Students will gain an understanding of adaptations of and appropriate teaching methods for skills of daily living. A variety of both high and low tech devices that assist deaf-blind people will also be demonstrated and available for practice.

INTV2001 Fieldwork Seminar
See INTV1007.

INTV2002 Fieldwork Practice
See INTV1008.

INTV2003 Deaf-Blind Communication I
A continuation of INTV1009.

INTV2004 Deaf-Blind Communication II
A continuation of INTV1010.

INTV2006 Deaf-Blind Communication III
Participants learn to read and write braille to the end of the grade one level.

INTV2007 Independent Project
The student has an opportunity to work independently on a project of their choice, while regular guidance and support are provided through meetings with faculty. Students produce a project that is of use to a person with deaf-blindness, an agency or program or the intervenor program. Projects may be theoretically or practically based.

INTV2008 Field Work Practice
See INTV1008 and INTV2002.

INTV2009 Field Work Seminar
See INTV1007 and INTV2001.

INTV2010 Deaf-Blind Communication I
A continuation of INTV2003.

INTV2011 Deaf-Blind Communication II
A continuation of INTV2004.

INTV2012 Deaf-Blind Communication III
This optional course will allow students to acquire the skill of grade two braille. The course is only offered if there are sufficient number of students registered.

INTV2013 Intervention with Medically Fragile Persons.
An introduction to the skills and techniques necessary when working with people who are medically fragile. Wheelchair transfers, suctioning and G. tube feedings are areas that are covered in depth.

IT4001 Introduction to International Marketing
The course introduces students to the concepts and principles of modern trade as they are applied to an international or global context. Students will be able to understand the needs of modern international trade marketing with special emphasis on political, economic, cultural and geographic factors and their bearing on product/services marketing.

IT4002 International Banking and Finance
In this course the student is introduced to the study of international trade as it is affected by international banking relations and other aspects of financing trade between countries: interest rates, balance of payments, exchange rates. It covers the process of financing international trade, and includes the study of international risk – financial, political, commercial and foreign exchange.

IT4005 International Market Cultures
In this course the student is prepared for global business environments including: the areas of protectionism and trade restrictions; assessing the cultural dynamics of global markets; cultural knowledge (factual knowledge, interpretative knowledge, cultural sensitivity and tolerance); culture and its elements; cultural exchange (culture borrowing, how similarities can be illusions); resistance to change; planned cultural change and consequences of innovation.

IT4008 International Logistics
This course looks at the management of logistics activities in a global context. The following areas will be covered: the transportation infrastructure in different parts of the world; the physical distribution of products in import and export; shipping; and custom. An international case presentation will be presented to show that global logistics is a tool for integrating international operations.

IT4009 International Trade Law
This course provides an overview of the bases for legal systems, jurisdiction in international labour disputes, legal recourse in resolving international disputes, protection of intellectual property rights; inadequate protest; contract law; offers and acceptances; the role and importance of oral contracts; commercial law within countries, international conventions; counter trade laws; Canadian and other laws that apply to Canadian companies abroad; technical standards as trade barriers.

IT4010 International Negotiation, Bids and Purchases
This course examines government services and sponsorship; government and I.F.I. funding and support programs; where to start planning; getting preliminary approval; developing the project plan; required documentation; prequalification and procedure; risk and risk management; differing technical and professional standards; writing the proposal; giving references; getting approval and completing an agreement; negotiating and closing the deal.

IT4011 International Business and Strategic Planning
The need for meticulous research and extensive planning and preparation will be addressed. Strategic planning and market planning processes will be studied. The student will also examine alternative distribution channels and the factors affecting the choice of these channels. Other areas that will be studied are distribution patterns and relationships with a range of distributors, agents and other intermediaries.

IT4012 International Customer Relations
This course addresses the meaning of customer service, products sales and promotion in an international trade context that requires a series of key components towards a package of customer service elements and an effective method of presenting one's firm, its products or services, sales/promotion, customer relations and effective ways of negotiating in the international market.

IT4014 Customs Procedures
In this course the following topics will be covered: documentation (commercial invoices, permits, quotas, import and/or export licenses, bills of lading, certificates); trade terms; methods of payment; customs commercial system, Customs Act; implementation of the Customs Act; excise tax; import duties; sales taxes and the general sales tax; free trade and its implications; free trade zones.

IT4016 International Small Business Operations
This course will introduce students to the concepts and principles of Small Business Management with an emphasis on an International Trade (Import/Export) operation. The students will be able to apply a basic understanding of the steps required to evaluate, start and operate a small business.

JEWL1001 Design I

JEWL1002 Design II
See JEWL4002.

JEWL1004 Enamelling II

JEWL1005 Gemmology I
Focusing on an intense curriculum consisting of the study of coloured stones, gem identification and pearls, lectures are given on applied subjects and practical lab "hands on" sessions for reaching experiences required. All gems and imitations likely to be encountered in today's jewellery trade are examined and tested, giving students the opportunity to learn and practice identification skills and techniques otherwise unavailable.

JEWL1006 Gemstone Rendering
Dealing primarily with various presentations of gemstones and jewellery, this program is designed to prepare the students and make them aware of the gem and jewellery engraving field.

JEWL1007 Metal Testing and Identification
This course covers: precious metals jewellery, precious metals marking act and testing precious metals; recognizing manufacturing methods; recognizing gem setting methods; cleaning jewellery and other merchandise before appraisal; stone weight estimation and stone grading procedure; quality grading in the entire item; basic techniques in determining a gemstone's colour grade; and pricing guide and lists.

JEWL1008 Diamond Grading and Evaluation
Through the study of history and mining of diamonds, cutting styles, carat weight, proportion, clarity and colour of diamonds, students are given the opportunity to learn and practice identification skills and evaluation techniques otherwise unavailable. Students entering the trade may be required to be bonded.

JEWL1012 Gemmology II
Students will continue with the examination of gem materials with the emphasis on identifying the desirable characteristics as well as the flaws in gemstones, crystal structure, colour and the presence of undesirable inclusions. Students will also learn to grade coloured stones according to origin, colour, clarity and cut.

JEWL1013 Gold Smithing I

JEWL1016 Theory of Gold Smithing I

JEWL1018 Theory of Gold Smithing II
Continuing to extend skills learned in JEWL 1016, students will execute rivets, brooch findings, chain making, repousee and chasing, bezel setting, charcoal and cuttle-fish casting and ring sizing. This course runs concurrently with JEWL 1030.

JEWL1019 Metal Finishing
Metal finishing techniques building on skills from JEWL1017 are examined in detail, including grinding, oxidizing, tumbling, texturing, polishing, buffing and cleaning sterling silver. Projects are assigned which utilize these new techniques as well as skills learned in JEWL1017 in new and different situations.

JEWL1030 Gold Smithing II
Demonstration, lecture and individual instruction will lead the student to design and make 4 projects: a pendant, brooch, ring and earrings or cufflinks, particularly in sterling silver or possibly brass, copper and gemstones.

JEWL2001 Design III

JEWL2002 Design IV
Providing more opportunities to improve their creative abilities, class participants will have numerous occasions to compose in drawing their own pieces of jewellery with special emphasis on the balance and symmetry of a composition. Each creation must be supported by intense research through sketches, and improvement in the final presentation will be expected.

JEWL2003 Gemmology III
Properties and testing of the more common gems are studied in detail. Topics will include their chemical and physical properties, varieties, main localities, toughness and hardness, as well as their reaction to setting, repair and cleaning. The methods of artificial alteration of colour in gemstones, such as heat and irradiation will also be examined.

JEWL2005 Gemmology IV
The more common organic and inorganic gems, including natural, cultural and imitation pearls, will be explored thoroughly, including identification, treatment, grading and care of pearls.

JEWL2006 Gem Setting I

JEWL2007 Jewellery Repairs
Class participants will learn to identify and properly handle tools and shop equipment, understand design principles and use of hand tools such as gravers and pushers, and identify precious metal, nonprecious metal and karat.

JEWL2008 Jewellery Repairs
The outcomes of this course cover familiarity with a large variety of jewellery settings, knowing where and how to apply them and understanding the theoretical requirements of each, identifying natural and synthetic gem materials and handling shop equipment correctly.

JEWL2009 Theory of Gold Smithing III
This course builds upon the skills learned in designer/craftsperson and leads the student through the concepts of design, fabrication and casting techniques. A model will be made to produce reproductions, analyzing any problems in mold-making and implementing corrective measures. Students will study metal alloys, making plate, wire and tubing forms of these alloys and establishing alloy compositions.

JEWL2010 Theory of Gold Smithing IV
Instruction by demonstration, lecture and notes combined with hands on practice provides an introduction to a wide variety of techniques and concepts of design and fabrication, including combining metal alloys, electrodisposition process, corrosive materials, costing production of an item of jewellery, and aluminum anodizing equipment.

JEWL2011 Gem Setting II
Gaining knowledge of a variety of gem setting styles and techniques, students will learn to employ these techniques through the use of commercially available settings, settings constructed for specific application and prepared plates for graver setting styles. Students will complete several setting samples for evaluation.

JEWL2014 Gold Smithing III
This intermediate level class teaches students to develop designs for reproduction through casting and for one of a kind fine jewellery, and to translate those designs into finished items. Concepts covered in JEWL2009 and Gold Smithing Theory IV are often incorporated into the student's projects with library research essential to success.

JEWL2015 Gold Smithing IV
Lectures, demonstrations and discussions will assist students in developing skills essential to their success as creative designer crafts persons. Students will learn to develop designs and characteristics of a large variety of gold jewellery, such as different colour of gold, karat and hardness.

JEWL3001 Jewellery Design I
Topics of this course include: design (including one of a kind designs of various types); drawing (including various types of rendering and their purpose); and presentation.

JEWL3002 Jewellery Design II
Continuation of JEWL3001, along with portfolio preparation.

JEWL3003 Diamond Grading and Evaluation
Using the microscope and the colour master set, practical diamond grading will be accomplished by following the prescribed steps and filling the information on the diamond grading form according to cut, clarity, colour and carat weight.

JEWL3005 Diamond Grading and Evaluation
See JEWL3003.

JEWL3007 Jewellery Repairs
Under instructor supervision, items in need of repair are worked on by the students. An attempt is made to provide every student with as many different types of repair as possible.

JEWL3008 Jewellery Repairs
A wide array of jewellery repair situations are provided to the students, some of which may include chain soldering, ring shank soldering, ring sizing, stringing of beads and pearls, remounting of gemstones, retipping of claws, reshanking of rings, working with soft solders to repair costume jewellery, gluing of costume jewellery and the repair of flatware and hollowware when available.

JEWL3009 Gold Smithing V
Emphasizing manipulation and control of materials and how to develop designs appropriate to your personal creative restrictions, students will develop and complete an initial exercise project, three major projects and a Christmas test piece. Items created will include five metal rings, one 18K gold ring, 18K gold earrings and a "free choice" project.

JEWL3014 Theory of Gold Smithing V
Students are introduced to the theoretical aspects of a wide range of jewellery related topics, including forming metal in several techniques, fabricate hollowrings from flat sheet, determine, measure and combine components of a required alloy, select materials and fabricate a cluster ring, form, finish and treat steel to produce a workable jewellery tool, and fabricate an Omega back earring fastening device.

JEWL3015 Theory of Gold Smithing VI
Through a combination of presentation methodologies, students will encounter and explore ten processes in jewellery related topics, directed by the instructor or in undertaking personal research. Topics will include use of the hydraulic press, identify and build hand built chain styles, join and solder wires into twisted patterns suitable for jewellery/metalwork, prepare sections of tubing suitable for hinges, create a functional catch, and select appropriate applications for the use of platinum alloys.

JEWL3020 Gold Smithing VI
This advanced level course is designed to allow students to address a variety of technical and aesthetic problems through the planning, development and completion of three major projects and one final test project of the student's own design, including a pin/pendant, a jewellery item for men and a "free choice" project.

JEWL4001 Design I

JEWL4002 Design II
This course is intended to provide students with drawing skills in order to complete their rendering technique assortment. During the creation of each project, emphasis will be on the evolution of an idea through sketches towards a final design and overall presentation.

JEWL4007 Jewellery Repair Theory I
With emphasis on the student acquiring a working knowledge of topics covered and an underlying understanding of the processes covered, this entry level course presents the theoretical aspects of the essential elements of jewellery fabrication and manufacture. Students will use this material in the preparation and completion of assignments for JEWL4010.

JEWL4009 Theory of Specialty
Building weekly on material presented in previous lessons, this program covers aspects of the essential elements of jewellery fabrication and manufacture. Students will often use the theoretical material in the preparation and completion of assignments for JEWL4012.

JEWL4010 Jewellery Repairs Practical
Completing 16 projects in the first semester, students will learn the basic skills to perform the most common requirements of a jewellery repair position. These projects will provide hands on experience and will often reinforce the theoretical material in JEWL4007.

JEWL4012 Jewellery Repair
Students will learn the basic skills needed to perform the most common requirements of a jewellery repair position, and will complete projects which will introduce and provide practice in jewellery repair and custom make up. This level will often reinforce the theoretical material in JEWL4009.

JEWL4013 Introduction to Gemmology I

JEWL4014 Jewellery Repair Theory II
See JEWL4007.

JEWL4015 Introduction to Gemmology II

KINE1001 Kinesiology I
Focus is centered around the skeletal, articular, and connective tissue structure of the human body. Emphasis is placed on the relationship of structure and function within the context human movement, joint stability and range of motion.

KINE1003 Kinesiology/Biomechanics for Technicians I

Through a series of modules, the students develop an understanding of the introductory biomechanical concepts applied in clinical practice for orthotists and prosthetists.

KINE1004 Kinesiology II

The specific areas of the body are studied as integrated functional units. The stability and mobility of joints are examined and implications are made for movement design and safety.

KINE1005 Kinesiology/Biomechanics for Technicians II

See KINE1003.

LAW1002 Legislation and Social Issues

Become familiar with the Child and Family Services Act (1984) and the relevant sections of the Education Act, the impact of the pertinent pieces of legislation, how to work within the legal framework to continue advocating children's and adolescents' needs and rights, how to confront a social issue in depth and to determine what is being done to address it.

LAW1006 Employment and Human Rights Law

Students will be provided with a comprehensive overview of legislation currently existing and under consideration regarding employment and human rights in the workplace.

LAW1011 Business and Family Law

This course concentrates on business and family legal issues which are of interest to financial planners. Topics include proprietorships, partnerships, corporations, and the law of agency. Relevant areas of Canadian Family Law will be discussed.

LAW2002 Distribution Management Law

This course covers the major principles of Canadian Law (Federal and Provincial) as they apply to distribution management and includes the basic law of contract, tort law and liabilities, and insurance law as it applies to the transportation of goods and the liability of common/private carriers,

LAW2003 Commercial Law

This course provides students with the basis for a fundamental understanding of the major areas of law that affect organizations carrying on business in Canada.

LAW2008 Health Care Law

This course is an examination of the legal issues relating to the collection, use, retention and storage of health record information, a study of the practical and legal issues involved in the consent to treatment process, and an overview of Canadian and Ontario law relating to health care.

LAW2011 Law and Security

The hospitality student is provided with a layperson's knowledge of law and specific knowledge of hospitality law, insurance, methods of protecting the security of guests, enforcement of house policies and related legislation.

LAW2013 Canadian Business Law

Concentrating on the laws affecting people conducting business in Canada, this program specifically examines legal terminology, civil law, legal agreements and contracts within a business context.

LAW2014 Law

The course details information which regulates the food industry.

LAW2019 Criminal Procedure

This course is an examination of the criminal law process from commission of an offence, through arrest, pre-trial procedures, trial and ending with either an acquittal or expiry of sentence in cases of conviction.

LAW4001 Canadian Business Law

See LAW2013.

LAW5004 Hospitality Law

This course aims to give the student an understanding of the laws regulating the hospitality industry, mainly concentrating on laws related to the service of foods and beverages.

LIBA1009 Speaking with Confidence

Through an examination of contemporary social issues, this elective or mandatory General Education course aims to enhance students' understanding of themselves and the society in which they live. The course is designed to improve students oral presentation skills as students will learn the nature of parliamentary procedure and debate, in addition to effective oral presentation skills. Listening, evaluating and non-verbal aspects of communication are covered.

LIBA1011 Canadian Literature

Students are introduced to literary theory and techniques of literary criticism by examining poetry, fiction, and other forms of writing. The possibilities for defining a national literature, developments in Canadian literary history, and strategies for the detailed reading of works of literary art will be discussed.

LIBA1017 Short Stories

Through reading and discussing several short stories, students will develop an understanding of the elements of the short story as a form of literature. Emphasis will be on techniques for reading comprehension, including skills that will strengthen language instruction such as reading for the main ideas, separating main supporting information, reading between the lines, increasing vocabulary, analyzing sentence construction and theme development.

LIBA1018 Living with Dying

A comprehensive review of an extensive body of knowledge relating to death, dying and the bereavement process, the course will provide the student with knowledge which can be drawn upon to help deal with the inevitable eventuality of death. While many nonempirical and personal issues will be touched upon, the data base for the course includes research from a variety of disciplines including philosophy, ethics, psychology and sociology. It will also present research based suggestions for dealing with some of the problems encountered in helping both grieving persons and dying persons.

LIBA1019 Tale of a Dragon

Tale of a Dragon is a foundation course in Chinese studies. It emphasizes major developments in the humanities, science and technology and society. The course deals with these developments in the context of Chinese history, geography, language and culture. Each unit equips the student with the broad concepts and background necessary for understanding issues in China such as contemporary domestic and international politics, the family, and the place of traditional values, wisdom and accomplishments in the modern world. The units also give the student a useful grounding for further specialized courses in Chinese studies.

LIBA1026 Introduction to Parapsychology

Participants will be introduced to the language and practice of parapsychological inquiry. Basic concepts, theories and research of this discipline are examined and used to make sense of the psychic experiences encountered in our lives. Topics covered include the psychic personality; extra-sensory perception (ESP, telepathy, clairvoyance, precognition and retrocognition, psychosis, psychic healing, apparitions and hauntings, poltergeists, astral travel (OBEs); near death experiences; and reincarnation.

LIFE1001 Career Studies

This course is designed to enable first semester General Arts and Science students to develop the skills and competencies necessary for academic success in college. The course is taught through lectures, class discussion, assignments and small group work.

LIFE1002 Life Skills I

Emphasis will be on small and large group interaction; groups will explore elements of group interaction.

LIFE1003 Life Skills II

Emphasis will be on self-exploration and exploring and modifying elements of a satisfying and productive lifestyle.

LIFE1005 Life Skills Methodology I

Life Skills I combines theory with practice and emphasizes skill development and problem solving to deal with life situations under the categories of personal, self, family, work, leisure and community.

LIFE1A4 Life Skills Methodology II

Life Skills II focuses on the creative problem solving model in a group setting and the designing of settingspecific life skills lessons.

LITH1001 Offset I

This basic course covers the fundamentals of offset lithography using 10" × 15" presses, including feeding, register, dampening system, ink control and running of one colour and two colour projects.

LITH1004 Offset III

Learn offset lithography on single colour Heidelberg, Harris, Miehle and Solna presses, good housekeeping and safety, lubrication, measuring instruments and devices for proper alignment, cylinder arrangements, both alcohol and conventional dampening systems, inking and register systems, and plates, paper and ink as related to the press operator, the operation of a single colour press running one and two colour projects.

LITH2002 Offset IV

This intermediate course in offset lithography covers fundamentals of two colour offset lithography, feeding, register systems, ink systems, dampening systems, cylinder arrangements, press familiarization and theory and practical applications of two colour offset printing and four colour process project.

LITH2004 Web Offset I

The orientation and operation of the Solna Commercial III web offset press (36" x 22½" cutoff), plate bending and packing procedure, press and folder familiarization and operation, web-up procedure, plate installation, damp-up and ink-up procedure, roll's stand tension control and installing paper rolls and safety and good housekeeping. Projects run involve uniform colour, register and fold book signatures.

MARK1001 Introduction to Marketing

This is an introductory course in the philosophy, theory and application of modern marketing concepts, principles and techniques. The student will examine the contribution of marketing to society as a whole and the role and functions of the marketing department in a business or non-profit organization. Important topics include the marketing environment, consumer behaviour, market segmentation, market targeting, positioning and the development of the marketing mix (product, pricing, promotion and distribution strategies).

MARK1002 Professional Presentations/Selling

Persuasive presentation skills – whether for a product, service, idea, issue or one's own viewpoint – are essential for success in business. The emphasis in this course is on the "Need Satisfaction Selling System" as a model for developing, preparing and executing presentations designed to satisfy identified customer needs. The course makes extensive use of role playing, audiovisual aids, project work and video taping to develop professional selling skills, and introduces basic record-keeping.

MARK1003 Advertising Management/Integrated Marketing Communications I

This course is designed to teach students how to analyze a marketing situation and write a formal advertising plan with appropriate recommendations. Topics include customer, product and market analysis; product positioning; advertising objectives; creative strategies; media strategies and execution; control and evaluation. Working in small groups, students write a plan to solve the problems of a complex marketing case study.

MARK1004 Marketing I

The hospitality management student will explore the basic principles of marketing and their application to the hotel business.

MARK1006 Sales Promotion, Direct Marketing & Integrated Communications

This course builds on the planning and media skills learned in the Advertising Course. This course introduces students to the basics of direct response marketing, sales promotion and publicity. A variety of communication media and promotional tools will be examined for their effectiveness to marketers in driving profitable sales.

MARK1010
See MARK1004.

MARK1011 Marketing Management I/ Strategic Planning

This course, with inter-related elements of the marketing mix studied separately in previous semesters, compares various strategies and their underlying causes, and relates these to company objectives. This course pays particular attention to product, price and marketing planning and strategy. This course uses text, cases and oral and written presentations.

MARK2002 Advertising I

This course introduces the student to the vital relationship between words and visuals as they combine to form exciting advertising concepts and the systematic steps from thumbnail concepts through roughs, to comps. It explores designs that communicate clearly and with maximum impact in newspapers and magazines. It emphasizes the fast, clean use of markers to render layouts as well as their mounting and presentation, the appropriate selection of type and its rendering, and the use and importance of photography in advertising. Brainstorming and lessons in lateral thinking are introduced.

MARK2003 Advertising II

The development of exciting advertising concepts for outdoor advertising, a multi-media campaign, and direct mail brochure. It explores the aspects of design, rendering and typography, the importance of target markets, the steps from thumbnail concepts through roughs, comps, typesetting and computer output. Brainstorming, and lessons in lateral thinking are introduced.

MARK2005 Product Planning and Pricing Policy

This course involves an in-depth study of strategies leading to new product marketing decisions including product planning, development, branding and packaging. An examination of current product line strategies include a strategic product mix analysis, product policies, and the product life cycle concept. This course also includes various product pricing strategies which businesses employ to determine trade and consumer prices.

MARK2006 Marketing Channel Organizations and Systems

This course concentrates on the operation, policies and marketing management of wholesalers and retailers with particular emphasis on retailers. It then shifts emphasis to consider the channel as a sales system from manufacturer to end user, to identify conflicts and maximize efficiency. This course includes both texts and major project or projects.

MARK2007 Marketing Research and Information Systems

Utilizing text, cases and a major project, this course provides practical experience in estimating the value of information, defining the information required for decision-making, developing appropriate research methodology and sampling, data collection, analysis and presentation of findings. The student uses the personal computer to tabulate data.

MARK2008 Public Relations and Publicity

This course defines and explains the role of P.R. for the firm. Topics include the preparation of news releases for all media; running of press conferences; development of effective campaigns to stress various aspects of products, individuals and the corporate image, and the handling of all aspects of external communication by the firm, other than paid commercial messages. The course uses text, cases, and an industry project.

MARK2009 Marketing Management II/Consumer and Competitor Environment

This course provides an intensive survey of management decisions relating to buyer behaviour, distribution and promotional strategies. The study of real company cases will provide the student with a deeper understanding of business problems in these areas. This course uses text, cases and oral and written presentations.

MARK2010 Quantitative Marketing Analysis

In this quantitative approach to marketing analysis and decision-making students apply a variety of packaged programs on the computer, including forecasting, regression correlation, sensitivity analysis and linear programming. Other topics include an introduction to computerized MIS, analysis and optimization of the firm's marketing resources and a computerized marketing simulation.

MARK2011 Marketing II

Continuing to study marketing, especially food and beverage advertising sales promotion, public relations, personal sales and menu preparation, hospitality management students will work in small groups and create a plan for an event related to the hospitality industry which will take place at the college campus for the benefit of the entire student population. Prerequisites (preferable, but not essential) MARK1010, MARK1004.

MARK2014 Marketing III

The emphasis of this course is on the completion of the marketing plan of a hotel for one full calendar year. This hotel will be targeted as your final semester management product for Financial Management and Front Office Operation. Prerequisite MARK2011.

MARK2020 Fundamentals of International Marketing

The business student in this course will cover the world's economic environments; the varied cultural environments; the political and legal environments; marketing to the world; international product policy; distribution; international promotion; pricing in international markets; market planning and the organization and control of international marketing.

MARK2027 Sales Training and Client Management

Class participants will concentrate on the techniques of salesmanship while placing the client at the centre of activity. Areas of study include buying motives, prospecting, planning the sales presentation, handling objectives and closing the sale. The student will analyze sales management problems in order to develop sales opportunities and tactics.

MARK2028 Marketing Financial Services

This course will concentrate on the characteristics of marketing financial services and financial products, elements and coordination of the financial services market, and public and media relations.

MARK2029 Advertising, Public Relations and Media Management

Concepts explored will include how advertising works; planning an advertising campaign; developing a media plan; and the role of research in advertising planning. The operations associated with both electronic broadcast media and print media will be discussed as well as effective management of media organization. The principles and trends of public relations as a vital marketing tool, its responsibility and power with clients, media and corporate relations will also be addressed.

MARK3001 Corporate Image Advertising I

This course builds upon the skills learned in Advertising I & II and introduces the student to the means of product and company identification as used in advertising, the development of slogans, a TV storyboard for an animated characterization for a brand, a multicultural image campaign, sensitivity to a specific target audience, preparing estimates and quotes for clients; brainstorm and lateral thinking lessons.

MARK3002 Advertising III

By using a combination of skills and knowledge, students design and write advertising for print and outdoor. Product lifecycle and product/market development are explored. The course traces development of national advertising from research through marketing, media planning, creative and production, as the student works to professional standards in outdoor and print.

MARK3003 Corporate Image Advertising II

This course continues to emphasize a high level of conceptual thinking as it applies to product and company identification in advertising. The development of slogans, long term national image campaign, public service campaign, market research, establishing quotes for media, production, artwork, lateral thinking and brainstorming. The work program provides the student with the opportunity to experience an actual advertising agency environment.

MARK3004 Advertising IV

This course continues to emphasize a high level of conceptual thinking as it applies to multi-media campaigns, designing and writing advertising for a television demonstration commercial. The work program provides the student with the opportunity to experience an actual advertising agency environment.

MARK3005 Industrial Marketing Management

To examine, in depth, marketing as it applies to: professional teams and events; corporate sports marketing; development of long- and short-term marketing plans integrating marketing principles into the plan; and to provide the students with a means of evaluating the success of marketing programs.

MARK3006 Marketing Information Systems

This course is designed to provide the environment for students to understand and design information systems related to marketing. The topics covered reflect the current standards, practices and tools used in business and industry. Students will learn basic skills in using computers as a tool in effective management, business decision making and problem solving.

MARK3007 Services Marketing

Service organizations make up a significant part of our economy. They differ in many important respects from manufacturing businesses, resulting in a differing approach to planning and implementing of marketing strategy. This course is designed to give the student a better understanding of the marketing strategies and goals involved for service organizations. The main objective of this course is to simulate the managerial experience of decision making for business in a services oriented marketplace. The service divisions of accounting firms are also included within this group. The case student method (as opposed to the lecture method) of instruction will be used to facilitate student learning. Real-world cases will be used in this course. Prerequisites: MARK3005 or equivalent.

MARK3010 Marketing Practicum I

The student must secure College approved employment with an organization/firm (min. 300 hours) for hands on experience in the marketing field.

MARK3011 Marketing Practicum II

See MARK3010.

MARK 4002 Sales Promotion/Direct Marketing

This course introduces the student to the basics of direct response marketing, sales promotion and publicity. A variety of communication media and promotional tools will be examined for their effectiveness to marketers in driving profitable sales.

MATH1001 Mathematics Skills I

Introduction to budgeting using realistic, everyday situations; cost comparisons.

MATH1002 Mathematics Skills II

Review of budgeting and cost comparisons and introduction to calculating taxes, using income tax forms and calculating G.S.T. and P.S.T. and interest charges.

MATH1006 Business Mathematics

This course offers the opportunity to learn the basic mathematic skills required in related Hospitality management courses.

MATH1007
See MATH 1006.

MATH1008 Business Mathematics

An introductory business mathematics course, the course content includes break-even analysis, commercial discounts, simple interest, promissory notes, compound interest and equivalent values.

MATH1012 Mathematics for Information Technology

This semester two math course builds on the concepts of MATH1025 and provides specific applications to Information Technology.

MATH1015 Mathematics of Merchandising

The Mathematics of Merchandising is a second level course in which the basic fundamentals of Business Mathematics are applied in different kinds of retail outlets. The latter part of the course deals with the necessary elements in planning and estimating inventory which will lead to successful merchandising.

MATH1018 Mathematics (Graphics Arts Related)

This course is designed to provide basic skills in mathematics to enable the student to handle formulae relating to graphic arts practice; to produce and interpret graphs resulting from empirical data related to the cost and production of printed material; and to be familiar with the units and practice of copyfitting and paper stock.

MATH1019 Mathematics (Graphics Arts Related)
This course is a continuation of MATH 1018.

MATH1021 Mathematics of Finance
Students learn to perform day-to-day transactions in financial markets and make business investment decisions in an objective manner. The course provides mathematical concepts and procedures required to succeed in economics, financial management and analysis, and Canadian securities study. Instructional strategies include classwork, homework and case studies.

MATH1025 Mathematics for Technology I
This course is designed to introduce the student to the main ideas in Algebra, from which further development will take place in later semesters. The concept of one variable as a function of another variable will be explored, as well as the relationship between functions and graphs. Methods of solving systems of linear equations will be studied, as well as factoring, algebraic functions and quadratic equations. Exponential and logarithmic functions will also be covered.

MATH1026 Mathematics
Reviewing the basic mathematical concepts related to fashion management, topics addressed are percentage in the calculation of commercial discounts, simple and compound interest, and a review of units of measure as used in the apparel industry.

MATH1027 Introductory Business Mathematics
This is an introductory business mathematics course with extensive review. The course will review basic arithmetic, fractions, ratio, proportion, percent and algebra. It will also cover break-even analysis, mathematics of commerce, simple and compound interest as well as equations of value.

MATH1030 Business Mathematics
Through this introductory business math course, the student will be introduced to ratios and proportion, percent, simple interest, marketing, payroll and compound interest.

MATH1034 Mathematics for General Arts & Science
This is a first year post-secondary mathematics course designed to build the student's confidence and ability in algebraic and geometric methods of problem solving.

MATH1038 Personal Finance
Personal Finance is a practical and theoretical course in personal financial planning. Topics covered include personal income tax, wills, insurance, retirement, saving and investing, stocks and mutual funds and home mortgages. The course will also look at some of the socio-economic issues surrounding these topics.

MATH1039 Mathematics
The student will build upon the skills learned in the basic mathematics course and will apply these skills to related management course in their Hospitality program.

MATH1040 Mathematics
This course combines a review of basic arithmetic – addition, subtraction, multiplication, division, fractions and decimals – with an introduction to pricing, markup, markdown and costing. Problems and situations related to the expenses and financial decisions involved in running a business are explored.

MATH1047 Mathematics
This math course covers trigonometric functions, parametric equations, vectors and complex analysis. An introduction to calculus, a review of functions and limits, as well as the first derivatives are covered.

MATH1050 Mathematics for Technology II
Math II includes trigonometric functions of any angle and inverse trigonometric functions; radian measure and its applications; the solution of both right-angled and oblique triangles; law of sines and cosines; graphs of trigonometric functions; exponents and radicals; trigonometric identities; double-angle and half-angle formulas; trigonometric equations.

MATH1070 Math Skills for Technology
This course is designed to give the student all the grounding necessary in core mathematical areas for success in post-secondary mathematics and technology courses. Emphasis will be placed on numerically, estimating skills, problem-solving, the use of hand held calculators and the language component of mathematics. Core topics include: units of measurement, basic algebra, equations, formulae, ratio and proportion, percent and scientific notation.

MATH2003 Mathematics
Linear equations, slopes and solving systems of two linear equations: graphically, algebraically, and by determinants, are covered along with factoring and a review of algebraic equations.

MATH2004 Mathematics I
Students will study exponential and logarithmic functions, properties of logarithms, logarithmic and exponential equations, Boolean algebra, binary and decimal number systems, symbolic logic, logic variables and operators, truth tables and function maps, and application to circuits.

MATH2005 Mathematics for Printing Technology III
Ratio, proportion and percent, commercial discount, simple interest, compound interest, and ordinary simple annuities are covered in this commercial math course.

MATH2006 "Basic" Programming with Applications in Mathematics of Commerce
This course introduces the student to the BASIC programming language as an introduction to computer systems, and at the same time covers some business mathematics topics additional to those covered in MATH2005, specifically: depreciation, cost centre estimating, break-even analysis and linear programming.

MATH2008 Mathematics II
Studying analytical geometry, students will examine line, circle, parabola, ellipse, hyperbola, and translation of axes. Practical applications are included.

MATH2014 Mathematics IV
Course description under development.

MATH2015 Mathematics for Technology III
This course includes basic concepts of the differential calculus for functions of one variable: limit and continuity; the definition of derivative; differentiation rules and techniques; their application to geometrical and mechanical problems.

MATH2019 Mathematics III for Electronics
This course is designed to introduce the student to the main ideas of calculus, in particular: limits; derivatives and differentiation; introductory integration; methods of integration; applications of derivatives in curve sketching; related rates and min/max problems; differentiation of transcendental functions, including trigonometric and inverse trigonometric functions; exponential and logarithmic functions.

MATH2026 Mathematics
This math course starts with a review of integration and covers the new methods of integration and their applications. Also covered are expansions and functions in series.

MATH3001 Mathematics IV
This review of Math I, II and III will cover the differentiation, integration, definite and indefinite integrals, area under a curve, logarithmic, exponential, trigonometric forms, inverse trigonometric forms, integration by parts, integration by trigonometric substitution, integration by partial fractions.

MATH3002
This course covers an expansion of functions in series: MacLaurin and Taylor's Series; differential equations, separation of variables, First and Second Order Differential equations and using Laplace Transforms to solve differential equations.

MATH3003 Applied Mathematics
This course applies mathematical principles to air conditioning and refrigeration.

MATH3004 Applied Mathematics
See MATH3003.

MATH3006
Principles of thermodynamics and their applications are covered in this course.

MATH3007 Mathematics
Topics covered in this course include differential equations, separation of variables, integrable combinations, fourier series and applications of every topic to fields of electronics and instrumentation technology.

MATH3010 Probability and Statistics
With heavy emphasis on electronic design, manufacturing and quality control applications, the course explores sampling and analysis statistical methods.

MATH5001
See MATH 5009.

MATH5009 Mathematics
A review of basic mathematical concepts and their application to the hospitality industry.

MATH5017 Mathematics
Mathematical problems related to operating a small business today are addressed, including the basics of bookkeeping, application of percentages in commercial discounts, simple interest, instalment purchases, payroll deductions, T-accounts, preparing income statements and balance sheets.

MATH5031 Basic Mathematics I

MATH5042
Basic arithmetical skills and problem solving are covered in this course.

MATH5056 Basic Mathematics II

MATH7002 Mathematics
A review of basic algebra. Students will be introduced to factoring and solving equations with two variables; graphing; algebraic fractions and quadratic equations.

MATH7007 Mathematics
Students will solve different types of equations, applications of algebra and inequalities.

MATH7012 Mathematics (Level 2)
Introduction to basic mathematics including whole numbers, fractions, decimals, per cent, ratio and proportion.

MATH7013 Mathematics
A review of basic mathematics and an introduction to basic algebra.

MATH7022 Mathematics for Health Services (Level 4)
Introduction to basic mathematics, including whole numbers, fractions, decimals and per cent.

MECH2001 Mechanics
Course description under development.

MENG1002 Engineering Design Theory I
The content of this course is designed for the Mechanical Engineering Technician – Tool & Die Maker program, to be consistent with standards, practices and techniques currently used in drafting/design of mechanical engineering projects. All current practices of graphic communication will be exercised in each single-concept unit, such as: sketching, the use of drafting board and computer aided drafting at the student's level. At each stage of the course functional drafting/design will be emphasised, combining the equal importance of shape description, dimensioning, material specification, related shop processes, fasteners and sectional views. Both the Metric and Imperial unit systems will be applied in this course. This course is an important foundation in any mechanical engineering program, in order to meet program outcomes.

MENG1004 Machining Fundamentals II
This course introduces the student to the concept of machining fundamentals in machine shop environment in both a practical and theoretical method using accepted manufacturing methods and techniques. The student will learn to apply accepted manufacturing practices such as process planning, cost estimating, safety and time management.

MENG1007 Machining Fundamentals I
Machining Fundamentals introduces the student to the concept of machining fundamentals in machine shop environment in both a practical and theoretical method using accepted manufacturing methods and techniques. The student will learn to apply accepted manufacturing practices such as process planning, cost estimating, safety and time management.

MENG1008 Manufacturing Processes
In a theoretical method using accepted manufacturing methods and techniques, this course introduces the student to the concept of manufacturing fundamentals in a manufacturing environment. The student will learn where to apply these accepted manufacturing processes for maximum efficiency.

MENG1009 Engineering Design Theory II

MENG1019 Fluid Mechanics
This course investigates two areas of fluid mechanics: the statics of fluid containment and floatation, and the dynamics of power transmission through simple piping systems. The student will be able to apply these principles in a range of engineering design situations that include pneumatic and hydraulic systems, fluid distribution and ventilation systems and special purpose machines. Practical problems are analysed for the determination of sizes, forces, power values, etc. in both the Imperial and Metric systems, and the operation of some standard items is also discussed.

MENG1026 Engineering Design I
Students will learn to follow the standards, practices and techniques currently used in drafting/design of mechanical engineering projects. All current practices of graphic communication will be exercised in each single-concept unit, such as: sketching, the use of drafting board and computer aided drafting at the student's level. At each stage of the course functional drafting/design will be emphasised, combining the equal importance of shape description, dimensioning, material specification, related shop processes, fasteners and sectional views. Both the Metric and Imperial unit systems will be applied in this course.

MENG1027 Introduction to Machining Fundamentals
This course introduces the student to the basic concepts of machining fundamentals in machine shop environment in both a practical and theoretical method using accepted manufacturing methods and techniques. The student will learn to apply accepted manufacturing practices such as process planning, cost estimating, safety and time management.

MENG1028 Engineering Design II

MENG2002 Jig & Fixture Making
Building on machining skills learned in semesters 1 and 2, the student will start the construction of a progressive die in this first semester. In this course students will be able to build a die set by reading and interpreting die drawings and sketches and fabricate a die set from machined components and initial machining of component parts of a die. The students' die will be started in Semester 3, (MENG2002) and completed in Semester 4 (MENG2004).

MENG2004 Die Making
This course introduces the student to the concept of die making in manufacturing environment in both a practical and theoretical method using accepted manufacturing methods and techniques. The student will learn to apply accepted manufacturing practices and will focus on the more complex manufacturing processes of die design and die making.

MENG2005 Mechatronics I
Building on Engineering Design I and II, in Mechatronics I design projects will integrate mechanical and control engineering. The student will learn and apply concepts basic to jig and fixture design, such as locating and clamping principles, material suitability and use of standard components. Some advanced manufacturing concepts will be introduced and utilised in design projects. Application of advanced geometric dimensioning and tolerancing is critical for all design projects. All concept and design will be instructed and practised according to CSA (ISO) standards. This course is a prerequisite for Mechatronics II.

MENG2008 Control Technology I
Control Technology I is one of the core subjects in Mechanical Engineering Technician and Technologist programs, working closely with the Mechatronics course. This course is about control systems and their application in various technologies, such as pneumatic and electro-pneumatic. Control systems, components and the design of control circuit will be studied in this course. Symbology is according to CSA (ISO) standards.

MENG2009 Mechatronics II
Mechatronics II is a continuation of Mechatronics I. In this semester the student will learn about die and machine design principles at an introductory level, and use the concept for the design of automated devices. Students will also learn about automated manufacturing systems, including handling and transfer equipment and industrial robots. Design projects are a very important part of this course, to integrate technologies such as mechanical and control engineering at technician level.

MENG2010 Control Technology II
As the continuation of Control Technology I, this course will introduce Programmable Logic Controllers (PLCs). With the combination of energy media, control systems will be reviewed and further application of actuators, sensors, processors and softwares will be discussed for the design of controls in different industries.

MENG2017 Geometric Dimensioning & Toleranncing
This course is designed to introduce Geometric Dimensioning & Tolerancing (GD & T) as a design specific, manufacturing and inspection language for effective communication. GD & T specifies functional relationships of parts and assemblies, and provides national/international communication base between customers and suppliers. The student learns about form, orientation, profile, locational and runout controls, datums, gaging and other GD & T control conventions. This course is complementary to Mechatronics I and prerequisite to Mechatronics II.

MENG3008 Project Design I
In Project Design I the student advances his/her theoretical and practical knowledge to integrate engineering science, manufacturing processes and mechanical design, to facilitate innovation, the design of a new product, to analyse a system and make decisions on how the product is to be manufactured. The knowledge of intermediate design fundamentals, drafting standards, toleranncing and GD&T are expected and necessary. Student will also learn about automated manufacturing systems, including handling and transfer equipment and industrial robots. Design projects are a very important part of this course, to integrate technologies such as mechanical and control engineering at technologist's level. This course is working parallel with Manufacturing Control Applications I.

MENG3009 Manufacturing Control Applications I
Based on Control Technology I and II, this course is analysing processing solutions and designing devices for product and process mechanisation and automation to improve economy and efficiency. This course utilises pneumatic, electronpneumatic and PLC technologies at technologist's level. This course is working parallel with Project Design I.

MENG3010 Project Design II
In Project Design II the student further advances his/her theoretical and practical knowledge to integrate engineering science, manufacturing processes and mechanical design, to facilitate innovation, the design of a new product, to analyse a system and make decisions on how the product is to be manufactured. The knowledge of intermediate design fundamentals, drafting standards, toleranncing and GD&T are expected and necessary. Student will analyse product design for economic assembly and propose various activities based on his/her decision. Design projects are a very important part of this course, to integrate technologies such as mechanical and pneumatic, electropneumatic and PLC technologies at technologist's level. This course is working parallel with Manufacturing Control Applications II.

MENG3011 Manufacturing Control Applications II
A continuation of MENG3009. This course is utilising pneumatic, electronpneumatic and PLC technologies at technologist's level. This course is working parallel with Project Design II.

MENG3012 Finite Element Analysis
In this course the student will prepare for the 21st century engineering office by using COSMOS/M, the most powerful software to analyse designs in minutes. With the help of COSMOS/M with Micro CADAM's Helix Design System, this course will introduce testing designs in real life operating conditions to give solutions to engineering problems including stress, displacement, frequency, buckling, heat transfer and dynamic response in actual operating environments.

MENG3112 Finite Element Analysis

MGMT1008 Small Business Management
This course involves sound business management through planning and budgeting, following a business plan. The student will learn how to advertise and promote sales, supervise, estimate, price and mark-up for profit.

MGMT1011 Management Theory
With particular attention to issues relating to health records administration, Management Theory applies the principles of organizational behaviour to the hospital environment.

MGMT2003 Production Application
This course is an accompanying course for BUS1016 and deals with production applications based on the theory learned in BUS1016. The students will construct, manipulate and solve industry related applications.

MGMT2005 General Management I
Students will understand and be able to demonstrate basic management skills in an office environment. Topics include: current management theories, motivation, delegation, team-building techniques, communications, coaching staff, effective meetings.

MGMT2008 General Management II
See MGMT2005.

MGMT2009 Fundamentals Of Management
Responsibility-authority relationships and organizational structures for a variety of businesses will be discussed during this introduction to the fundamental concepts of business management and organizational development.

MGMT2012 Applied Management Practice
This course covers the basic elements concerned with managing a small business, in particular the business considerations that are involved in administration of a dental laboratory.

MGMT3002 Introduction to Small Business Management
Focusing on the basic issues and steps involved in establishing and successfully operating a small business, students also study strategies needed to deal with typical problems confronted under difficult competitive and economic conditions. This course helps students develop skills needed for the purpose of applying their technical expertise within a business context, enabling them to carry on business activity in an efficient manner and to be better able to derive the necessary financial return for their efforts. Successful students will be able to develop an orderly approach to running a business through understanding of the key operating, marketing and financial considerations that make up a well balanced business strategy.

MGMT4005 Supervisory Techniques
The course analyses the role of supervisor in the organisational structure and the application of managerial tools.

MGMT5002 Small Business Management
This course introduces the student to the basics of setting up a small business. Topics include selecting the appropriate legal form of business, negotiable instruments, insurance and bankruptcy. In addition, this course will help the student to understand marketing, planning and risks in business.

NURS1001 Nursing Theory I
This is a basic nursing theory course which assists the student in assessing how individuals meet their universal and developmental self-care requisites throughout the life cycle. Basic nursing foundation, beliefs and values are discussed with attention to the development of a professional identity focusing on accountability and responsibility. The concept of professional membership and nursing and health teams is introduced.

NURS1003 Nursing Practice I

The student will have the opportunity to put nursing theory into practice through simulations, computer tests and laboratory practice of nursing skills. Students select community experiences to enrich their understanding of individuals at various stages of the life cycle. Hospital experiences are scheduled to provide the student with an opportunity to plan and implement care for a client.

NURS1004 Human Relations

While providing students with the knowledge and skills to develop effective interpersonal relationships, students have an opportunity to reflect on their own self awareness as well as interact within a group setting. The principles of communication are discussed in relation to the development of a nurse/client relationship. Students learn to use therapeutic techniques as part of their helping relationship with clients.

NURS1007 Nursing Theory II

Students will study the nursing interventions to assist individuals with common health deviations to meet their needs. Health promotion strategies and community resources are discussed. Body responses and clinical manifestations are integrated throughout the course as well as therapeutic interventions including pharmacology. Professionalism, ethics, legislation and standards are examined as they relate to nursing practice.

NURS1008 Nursing Practicum II

This course provides practical nursing students with opportunities to integrate knowledge from nursing as well as the social and biological sciences into the planning and implementation of nursing care for individuals in a simulated environment and in long term, community and tertiary health care settings.

NURS1011 Theory of Nursing Practice

A theoretical nursing framework will be discussed in this course with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites in relation to common health deviations. Methods of prescribing nursing assistance will be presented. This course will continue to explore information about nursing and the law and professional responsibilities as a member of the health team. Current trends in nursing practice will be addressed.

NURS1012 Nursing Practice II

Selected opportunities will be provided for students to apply a theoretical nursing framework to individuals with simple common health deviations.

NURS1013 Community Health Nursing I

Comprised of the theory and practicum components, this course facilitates the students' comprehension and application of health assessment models, epidemiology, critical social theory, and health legislation relevant to them in the community.

NURS2001 Nursing Theory III

This course will discuss a theoretical nursing framework with emphasis on assessment of the individual's ability to meet his/her health deviation self-care requisites related to specific diagnostic and therapeutic interventions. Methods of prescribing nursing assistance will also be presented. Part of this course will explore nursing ethics as it relates to the practicum. Emphasis will be on the role of the nurse as a patient advocate. Discussion of current trends will continue.

NURS2002 Nursing Practice III

Students will have selected opportunities to apply a theoretical nursing framework to individuals with common health deviations who require specific diagnostic and therapeutic interventions.

NURS2003 Nursing Practice IV

This course will provide further opportunities for the student to apply a theoretical nursing framework to individuals with more complex common health deviations who require specific diagnostic and therapeutic interventions.

NURS2004 Nursing Theory IV

Discussing a theoretical nursing framework with emphasis on the assessment of individuals with complex common health deviations, methods of prescribing nursing assistance will also be presented. Part of the course will explore implications for nurses arising from current legislation, and the student will be introduced to his/her role regarding membership in professional nursing organizations, e.g., C.O.N., R.N.A.O., O.N.A. Current trends in health care will be discussed.

NURS2005 Community Health Nursing II

In order to assist the individual with health care needs in the community this course will facilitate the students' comprehension and application of interpersonal skills, will be developed through the study of communication, advocacy, alternative health practices and adaptive technical skills, The course will include theory and practicum components.

NURS2006 Community Health Nursing III

Including theory and practicum components, this course will facilitate the students' comprehension and application of therapeutic assessment and intervention to maintain and/or improve family health in the community.

NURS2007 Nursing Theory III

The focus of this course is nursing interventions to assist individuals with health deviations including mental health and maternal/newborn. Health promotion strategies and community systems are examined, while at the same time, body responses, clinical manifestations and therapeutic interventions are integrated throughout the course. Professional trends and issues, as well as career and development planning, are discussed.

NURS2008 Nursing Practicum III

Providing practical nursing students with opportunities to integrate knowledge of nursing, the community and sciences into the care of individuals in long-term care or nursing home settings, this course also provides the experience of administering medications as well as a research project in the community related to health care. Emphasis during this course will also be placed on health assessment.

NURS2009 Nursing Practicum – Pregraduate

Practical nursing students will further develop their critical thinking and problem solving abilities through a more independent experience. Students will be partnered with a registered practical nurse in a health care agency or community for the pregraduate experience.

NURS3001 Nursing Theory V

Nursing Theory II will discuss a theoretical nursing framework with emphasis on the assessment of the ability of individuals with common advanced health deviations to meet self-care requisites. Methods of prescribing nursing assistance will be presented. Part of the course will explore implications for nurses regarding legislation, current and future trends in health care.

NURS3002 Nursing Practice V

Opportunities will be provided during this course for students to apply a theoretical nursing framework to individuals who require specific therapeutic interventions and whose health is in the range of moderately to severely ill.

NURS3003 Nursing Theory VI

This course focuses on the integrative phase of nursing. Emphasis will be on developing leadership skills and independence as an active member of the health team.

NURS3004 Nursing Practicum VI

Emphasizing consolidation of all previous learning experiences, Nursing Practicum VI will provide opportunities for the student to apply a theoretical nursing framework to individuals on all levels of the health illness continuum.

NURS3005 Community Health Nursing IV

The student will utilize previous knowledge and experience to assist an identified group in the community to achieve health related goals through community action. The course will include theory and practicum components.

NURS4001 Critical Care Nursing Theory and Lab General

The core nursing theory and skills essential for the registered nurse caring for a critically ill patient practised in classes and lab settings.

NURS4002 Critical Care – Pathotherapeutics

In pathotherapeutics, the core concepts of biodynamics, stress, adaptation, and deviations in relation to the vital systems are emphasized.

NURS4003 Critical Care Nursing – Practicum – General

The student practices the clinical application of theory and skill obtained in critical care nursing.

NURS4004 Critical Care Nursing – Theory – Advanced

Gain the knowledge and skills necessary to care for the unstable, critically ill patient with multi-system problems in a sophisticated critical care setting.

NURS4005 Critical Care Nursing – Practicum – Advanced

The student practices the clinical application of theory and skill at an advanced level setting.

NURS4011 Operating Room Nursing – Theory/Labs

This course provides a study of the principles and practices of aseptic and surgical techniques essential for the safe function as a member of a surgical team.

NURS4012 Operating Room Nursing – Practicum

This course provides clinical application of the aseptic and surgical techniques learned in operating room nursing.

NURS4020 Perinatal Nursing: Theory

This introduction to the study of family-centered, perinatal nursing discusses ethical issues, transcultural diversity, health promotion, disease prevention, and evidence based approaches to care of high risk newborns and their families.

NURS4021 Perinatal Nursing: Clinical

Application of theoretical knowledge and skills gained in NURS4020 in a Level II (NICU).

NURS4022 Neonatal Intensive Care Nursing: Theory

Issues and problems facing the acutely ill, unstable infant and their family are studied in depth.

NURS4023 Neonatal Intensive Care: Clinical

Application of theoretical knowledge and skills gained in NURS4020, NURS4021 and NURS 4022 at an advanced level in a Level III (NICU).

NUTR1003 Introduction to Nutrition

Participants will learn simple and concise basic principles of nutrition. Based on a review of the gastrointestinal system, energy sources, macronutrients, nutrient function, dietary sources, students will evaluate our own nutritional status. Behavioural aspects of diet and weight management will be considered, as well as the effects modern technology, cultural diversity and aging have on views of nutrition. Aspects of nutrition related to disease and physical and mental health, alternative therapies, and other controversial areas will be addressed. Upon completion of this course, students will have the basis for assessing their own diet for nutritional adequacy, and put into practice some of these concepts for overall better health.

NUTR1005 Nutrition and Lifestyle

Examining nutritional needs over the human life cycle, the hospitality student learns to plan menus which take into account normal nutritional requirements and, in addition, alternate approaches such as, vegetarian, low fat and high fibre diets.

NUTR1006 Nutrition for Fitness

The metabolism of carbohydrates, lipids, proteins, vitamin, and minerals in the body are detailed, and the role of nutrition for maintenance of overall good physical health is discussed.

NUTR1009

See NUTR100S.

NUTR1012 Nutrition

This course details basic nutrition, the role of carbohydrates in the prevention of dental caries, and oral clinical signs from vitamin and mineral deficiencies.

NUTR1016 Nutrition and Nutrition Counseling

The dental assisting student is introduced to the theoretical, scientific basis of basic nutrition in combination with practical application of this information to food selection for maintaining good oral and physical health.

NUTR1017 Nutrition

The dental hygiene student studies how diet and nutrition can affect oral health and also how oral conditions can affect diet and ultimately nutritional status.

NUTR2001 Nutritional Guidance

The Canada Food Guide teaches students various diet analysis techniques. Using nutrition counselling to assess each of their Employee Fitness staff member's nutritional status, the student provides guidelines for improving their overall physical health.

NUTR2002 Nutritional Guidance (Special Cases)

Certain diseases and disorders are detailed, including hyperlipoproteinemia, diabetes, hypoglycemia, hypertension, gastrointestinal, obesity and cardiovascular. The course covers the diet therapy used in these disorders.

NUTR4001 Therapeutic Diets

The course deals with the principles of dietary modifications and their implementation in menu structures.

NUTR4002 Advanced Nutrition

This course provides the student with an advanced knowledge and understanding of the science of normal human nutrition.

NUTR4003 Therapeutic Diets

The student will come to understand the principles of dietary modifications and their implementation and will learn how to adapt menus to meet the dietary needs of patients.

NUTRS002 Basic Nutrition

The student learns about nutrients essential to the well-being of the healthy human body; the food source of these nutrients; their function in the body and any deficiency diseases, where applicable. The student will also study the use of food standards, that is, Canada's Food Guide and Canada's Guidelines for Healthy Eating.

OP1001 Medical Office Practice I

The qualifications and responsibilities of a medical profession, the role of the holistic approach to medicine, administrative systems management, medical scheduling systems and the importance of time management are examined.

OP2007 Medical Office Practice II

Functions common to the medical environment, including production of written correspondence, medical forms, medical records, making travel arrangements, and organizing meetings will be covered in this course. The importance of ethics and the law as it relates to medicine is also studied.

OP2008 Medical Office Practice III

OHIP and WCB guidelines including completion of medical accounts and various related forms as well as the financial aspects of the medical office and clinical procedures are covered in this course.

ORTH1001 Orthotics/Prosthetics Clinical Theory I

This course involves the coverage of the theoretical portion of all clinical segments of the two year program, Clinical Methods in Orthotics and Prosthetics. The course is composed of lectures, seminars, gait laboratories, design projects, etc.

ORTH1002 Applied Orthotic/Prosthetic Clinical Techniques I

This course involves the coverage of the practical portions of Clinical Methods in Orthotics and Prosthetics and entails all the assessment, casting, cast rectification, fitting and adjustment procedures.

ORTH1003 Orthotics/Prosthetics Clinical Theory II

This course involves the coverage of the theoretical portion of all clinical segments of the two year program, Clinical Methods in Orthotics and Prosthetics. The course is composed of lectures, seminars, gait laboratories, design projects, etc.

ORTH1004 Applied Orthotics/Prosthetics Techniques II

This course involves the coverage of the practical portions of Clinical Methods in Orthotics and Prosthetics and entails all the assessment, casting, cast rectification, fitting and adjustment procedures.

ORTH100S Orthotic/Prosthetic Laboratory Procedures I

This course supplements and mirrors the clinical activities at each of the clinical settings the students are involved with in the semester.

ORTH1006 Orthotic/Prosthetic Laboratory Procedures II

This course supplements and mirrors the clinical activities at each of the clinical settings the students are involved with in the semester.

ORTH1007 Materials and Laboratory Techniques

The student will have the opportunity to develop minimal technical skills necessary to enter the profession as a technician to fabricate Orthotic/Prosthetic devices to the specifications of a patient's measurement chart.

ORTH1008 Fabrication Theory I

This course is designed to provide an understanding of the history, materials, componentry, alignment criteria and fabrication techniques necessary for making Orthotic/Prosthetic devices, as well as the indications and contra-indications of patient use.

ORTH1009 Materials and Laboratory Techniques II

In the second term, the technical student will produce devices that are mainstream in prosthetic and orthotic facilities. Many of the components fabricated in the previous term will be integrated into the second term projects. In the first term, the focus is on developing the basic prosthetic/orthotic skills, while in the second, the focus is how these skills are applied to produce a finished product, which will be evaluated.

ORTH1010 Fabrication Theory II

Closely coordinated with laboratory fabrication to help the student understand the history and development of various orthotic and prosthetic devices, topics of this course include fabrication techniques and procedures, as well as common materials usage.

ORTH2001 Practice Management and Professional Issues in Orthotics/Prosthetics

Various topics related to business and professional issues will be covered. Some of these topics could include the following: ethical issues, professional associations, personal funding, business ownership, cost accounting, etc. The course will encompass a series of seminars involving various guest speakers.

ORTH2003 Orthotics/Prosthetics Clinical Theory III

This course involves the coverage of the theoretical portion of all clinical segments of the two year program, Clinical Methods in Orthotics and Prosthetics. The course is composed of lectures, seminars, gait laboratories, design projects, etc.

ORTH2004 Applied Orthotics/Prosthetics Clinical Techniques III

This course involves the coverage of the practical portions of Clinical Methods in Orthotics and Prosthetics and entails all the assessment, casting, cast rectification, fitting and adjustment procedures.

ORTH2005 Powered Prosthetics

Powered Prosthetics gives a background on basic electronics and circuitry as it relates to applications in myoelectric prosthetic devices. This course is supported by Otto Bock of Canada.

ORTH2006 Applied Orthotics/Prosthetics Clinical Techniques IV

This course involves the coverage of the practical portions of Clinical Methods in Orthotics and Prosthetics and entails all the assessment, casting, cast rectification, fitting and adjustment procedures.

ORTH2007 Orthotics/Prosthetics Laboratory Procedures III

This course supplements and mirrors the clinical activities at each of the clinical settings the students are involved with in the semester.

ORTH2008 Orthotics/Prosthetics Laboratory Procedures IV

This course supplements and mirrors the clinical activities at each of the clinical settings the students are involved with in the semester.

ORTH2009 Materials & Laboratory Techniques III

ORTH2010 Fabrication Theory III

ORTH2011 Externally Powered Orthotics/Prosthetics Rehabilitation Techniques

This course will expose the student to a wide variety of topics relating to the application of electronics to the field of prosthetics and orthotics.

ORTH2012 Pre-Graduate Work Experience I

ORTH2013 Pre-graduate Work Experience II

This pre-graduate work experience, occurring in the final semester will allow the student to work for a 4 week period at a Canadian Orthotics and/or Prosthetics facility of their choice.

ORTH2014 Advanced Materials Orthotics/Prosthetics Techniques

Students are exposed to technical procedures and prosthetic/orthotic componentry other than is presently covered in the core lab and theory portions of the course.

ORTH2015 Professional Issues in Orthotics/Prosthetics

Various topics are covered, including those related to time management skills, business and management issues, professional associations, professional ethics, etc.

ORTH2016 Materials and Laboratory Techniques IV

Closely coordinated with lab fabrication theory, this course allows the students to receive hands-on instruction and experience in fabrication procedures to progress through a series of projects in order to apply the theoretical knowledge gained in the academic areas of the program.

ORTH2017 Fabrication Theory IV

The theory and techniques used in the fabrication of orthotic and prosthetic devices are examined in detail. The course will be delivered primarily in a lecture format, with class discussion and participation encouraged at all times.

ORTH2018 Orthotics/Prosthetics Clinical Theory IV

This course involves the coverage of the theoretical portion of all clinical segments of the two year program, Clinical Methods in Orthotics and Prosthetics. The course is composed of lectures, seminars, gait laboratories, design projects, etc.

PATH 1012 Oral Pathology

This lecture series is designed to offer the dental assisting student a basic understanding of oral pathology including the etiology and clinical consequences of major dental diseases.

PATH1001 Pathophysiology I

This course is designed to provide the student with a knowledge of the basic principles of pathology. The underlying physiologic mechanisms of disease will be discussed and the knowledge acquired, applied to specific disease systems. There will be a detailed analysis of several of the major organ systems in terms of the etiology, clinical manifestations, pathogenesis, diagnostic procedures and current methods of treatment. Throughout the course, the importance of medical terminology and anatomy and physiology to the understanding of basic pathology is emphasized.

PATH1004 Oral Pathology

This course provides an overview of the etiology, clinical features, management and significance of the major pathological processes effecting the oral cavity, with the exception of pulpitis and periodontal disease. The significant oral manifestations of systemic diseases are also covered.

PATH1005 Pathophysiology II

This course is designed to continue the detailed analysis of diseases of the human body's major organ systems in terms of the etiology, pathogenesis, clinical manifestations, diagnostic procedures and current methods of treatment. Throughout the course, the importance of medical terminology and anatomy and physiology to the understanding of basic pathology is emphasized.

PATH1009 Pathophysiology I
Presented in a lecture/discussion format, the concepts introduced in this course provide the foundation necessary to comprehend both systemic and oral disease. this course is designed to provide the Dental student with an introduction to the study of disease. A classification of disease etiology is presented. General cellular and compensatory changes to pathology are examined, including body defences. Common body manifestations, as well as frequently used treatment modalities, are also examined.

PATH1010 Pathophysiology II
Designed to continue the detailed analysis of diseases of the human body's major organ systems in terms of the etiology, pathogenesis, clinical manifestations, diagnostic procedures and current methods of treatment, the importance of medical terminology and anatomy and physiology to the understanding of basic pathology is emphasized throughout the course.

PATH1011 Pathology and Therapeutics I
Presenting an introduction to pharmacology, this course will discuss simple body responses and manifestations to simple common health deviations.

PATH1013 Pathophysiology for Orthotics/Prosthetics I
This course is in the form of seminars that focus on the major pathologies related to the prosthetic and orthotic profession, each pathology is covered in terms of the following: etiology & incidence, pathogenesis & pathology, clinical features & diagnosis, prognosis, and applied prosthetic and orthotic procedures.

PATH2004 Pathophysiology for Orthotics/Prosthetics II
This fourth semester core lab course is the continuance of PATH 2003 and involves the same subject matter and content. Students must submit a written report on a related pathology to complete the course successfully.

PATH2005 Pathology and Therapeutics III
Discussing complex common health deviations, diagnostic and therapeutic interventions will be further explored in this third level of Pathology and Therapeutics.

PATH2006 Pathology and Therapeutics II
Discussing complex body responses to common health deviations and selected simple, common health deviations as they affect normal functioning, this course will explore diagnostic and therapeutic interventions.

PATH3001 Pathology and Therapeutics IV
This course will discuss common advanced health deviations. Diagnostic and therapeutic interventions will continue to be explored.

PHAR1004 Pharmacology & Emergency Care
The fundamental principles of pharmacology are examined. Specific drug groups which are used in dental practice, as well as those which may complicate dental care are presented.

PHAR1005 Pathophysiology and Pharmacology
This course provides the student with the fundamental background necessary to understand virtually any physical disease process by examining the underlying concepts which are common to all alterations of normal body functioning.

PHSL1003 Physiology For Orthotics/Prosthetics
Class participants study the development, structure and function of bones, the nervous system, and muscle and tissues under normal and pathological conditions as they may be seen in regards to prosthetics and orthotics.

PHSL2001 Pharmacology and Physiology
Designed to familiarise the students with basic principles of pharmacology and related physiological processes , this course also provides an overview of the pharmacology of psychoactive drugs.

PHSL4000 Basic Physiology
The student will gain knowledge and an understanding of the structure & functioning of the human body in relation to health, disease & nutritional status.

PHY1007 Physics
As with Chemistry (CHEM1007), the physics course is designed to introduce students to basic knowledge of this subject. No doubt, some students who have already studied this subject will find that this course brings together their current knowledge with reference to gemmology. A very basic knowledge of this subject is extremely useful to the gemmologist in that it assists in the interpretation of the results of many gemmological tests, and will enable a gemmologist to decide on the type of examination to be performed.

PHY2007 Modern Physics
Newton's Laws of Motion, work energy, conservation of energy, conservation of momentum, elastic collision of two objects, centre of mass co-ordinates system, electromagnetism, charged particles trajectories in electrical and magnetic fields, electromagnetic waves, spectrum, speed of light, diffraction, x-ray, photoelectric effect, Compton effect, wave-particle dualism, quantum theory, Bohr atom, energy levels, conductors, insulators and semiconductors, mass-energy equation, accelerators, fission and fusion are main topics of discussion.

PHY7001 Physics
Students are introduced to mechanics, heat and electricity.

PHY7004 Physics
Students review introductory physics and perform calculations involving force, equilibrium and friction; accelerated motion, power, temperature and expansion of heat.

PIAN1001 Piano Tuning I
Students will develop basic tuning skills that will enable them to continue the study of piano tuning in PIAN2001.

PIAN1002 Upright Rebuilding I
A student will have a thorough knowledge of how to rebuild and repair an upright piano by participating in the rebuilding of all aspects of the upright piano.

PIAN1003 Action Regulation-Repair I
The skills of the students will be developed to prepare an upright piano to perform at its optimum.

PIAN1005 Piano Tuning II
See PIAN1001.

PIAN1006 Upright Rebuilding II
See PIAN1002.

PIAN2001 Piano Tuning III
Building on the basic tuning skills learned and practiced in PIAN1001 and PIAN1005, students will gain an understanding of the refinements and nuances of skilled tuning.

PIAN2002 Action Regulation-Repair II
Students will develop skills to prepare a grand piano to perform at its optimum.

PIAN2003 Grand Piano Rebuilding
By participating in the rebuilding of all aspects of the grand piano, participants will have a thorough knowledge of how to rebuild and repair a grand piano.

POLI1000 Politics & Contemporary Issues
An overview of Canada's political system and a better understanding of current social and political issues are offered to students in this course. It familiarizes students with the political process in Canada and develops skills for analyzing political and contemporary issues. Topics range from modern politics and government to ideology and political culture.

POLI1001 Political Science I
Canadian government, political structures and related issues are introduced in Political Science I. Parties, ideologies and the major divisions in our society are examined and their effects on the political system are discussed. This course is a general education credit.

POLI1002 Political Science II
Students develop their understanding of Canadian political processes with special focus on the consequences of power relations for various groups. Modes of citizen participation in the political process will be discussed.

POLI2000 Political Science III
The course focuses on the politics of change in community services and the responding patterns of community service, activism, advocacy and programming.

PRDP1001 Introduction to Printing Plant Processes
An introduction to printing plant processes, office structure and personnel, and involves concepts related to plant layouts, production co-ordination/scheduling and estimating functions, including the estimation of a simple job.

PRDP1003 Production Fundamentals
Production fundamentals is a series of lecture, demonstrations, practical applications, sample show and tell, in-process and home work projects on mechanical art work for print. It is an introduction to the way in which art and type comes to the printed page now, and as it did in the past.

PRDP2001 Production I
Production one is the continuation of fundamentals, both in theory and practical application, resulting in the development and understanding of the skill required for the creation of black and white/(some colour) camera ready artwork for the print media. This will include details on imaging [the elements of photography].

PREP1001 Vocational Skills/Assessment I
Students are introduced to skill assessment using a wide range of inventories and career assessment tools; students gain an understanding of the job market and career exploration.

PREP1002 Vocational Skills/Work Placement II
Students attend audits in various college programs and attend tours of the workplace; students attend a work placement.

PREP1003 Society and Self
Students are introduced to various topics including self and society, nutrition, health awareness, support systems and community involvement.

PREP1004 Field Integration I
The Field Integration seminar is intended to provide a supportive environment in which students may integrate their academic studies and field practice, develop peer supervision and problem-solving skills, and acquire a broader understanding of the range of work settings in this field.

PREP2001 Field Integration II
See PREP1004.

PROP1004 Health Information Management – Clinical Placement
This course is an on-site placement within the Health Care System.

PROP2003 Clinical Extension
The student will participate in a quality assurance medical audit or similar study and prepare a report on it. The emphasis is on the application of effective management and problem solving-skills and attitudes necessary for planning, organizing, directing, coordinating, and evaluating resources and procedures for a health information service in a health care agency.

PSP1005 Electronic Prepress I
This course deals with concepts and terminology of computers in general, specific knowledge of the Macintosh operating system, peripheral devices and installing software features. Application software for prepress applications (QuarkXPress) used to provide competencies such as: creating/editing documents and information, storage, retrieval, formatting and outputting,

PSP2003 Electronic Prepress II
This course continues the study to the computer to provide a basic knowledge and understanding to the use of the "Mac" computer with the ability to do work in QuarkXPress employing this software as a typesetting and a graphic tool. "Mac" basic includes system components, image quality, file organization, file creation/storage/retrieval, and the use of graphic software.

PSP3001 Film Imposition/Printing Surface Preparation-Colour
This course emphasizes four colour process stripping procedures, including the preparation of flats containing chokes and spreads, fake colour and colour separation. Colour charts are prepared by the student, incorporating the various screen angles and tints. Further experience in manual step and repeat methods and machine photocomposing.

PSP3005 Introduction to QuarkXPress, Photoshop, Illustrator
This course introduces QuarkXPress, Adobe Photoshop and Adobe Illustrator as it pertains to the prepress segment of the Graphic Arts Industry. Students gain an insight into Spreads and Chokes, trapping and merging of files from one program into another. Manipulation of images with respect to colour, colour correction, cropping and calibration and use of various types of printers and imagesetters.

PSP3008 Electronic Prepress and Image Assembly – Colour
Process colour assembly procedures using computers most accepted by the graphics arts Industry, spreads and chokes, fake colour and colour separations prepared electronically using QuarkXPress, Adobe Photoshop, Colour studio and other popular software, electronic pagination with emphasis to preparing for the desktop environment, pre-press equipment.

PSY1003 Psychology of Women
The psychology of women is examined, with a focus on feminist psychological theory, personal perceptions and data from current research. A wide variety of issues affecting women's psychological well-being will be explored.

PSY1005 Introduction to Psychology
The major topics and ideas in general psychology and their relevance to child and youth care, are addressed together with a study of how the brain works, why people dream, cognition and thinking, motivation, and the nature of learning and behaviour modification.

PSY1007 Human Growth and Development
The student will gain a knowledge of basic developmental patterns in children to recognize both normal and abnormal behaviour, physical, emotional and cognitive growth. The theories of Erik Erikson, Jean Piaget, and others will be studied.

PSY1009 Human Growth and Behaviour I
This course provides an age/stage survey of the process of human development. Physical, cognitive, emotional and social characteristics and needs of each stage are studied with a view to relating these differing characteristics and needs to creative community work.

PSY1026 Developmental Psychology
This course presents a holistic view of human growth and development with particular attention focused on the interaction of gocnitive, social and personality development through various theories of lifespan development.

PSY1027 Lifespan Development
This course presents an holistic view of human growth and development across the lifespan with particular attention focused on the interaction of cognitive, social and personality development. The bulk of the course is spent examining human development in a 'stage' theory approach, from infancy to late adulthood.

PSY1030 Introduction to Psychology
The student will be introduced to the five major schools of psychology. Exploring the five schools will enhance the student's understanding of human behaviour, cognition and affect. Students will also study Psychological Methodology, State of Coinsciousness, Assessment of Human Behaviours and Psychopathology and Therapy.

PSY1032 Introduction to Psychology
Introduction to Psychology will provide the students with an overview of the study of psychology and significant psychological theories. The adequacy and influence is explored.

PSY1033 Introductory Psychology
The basic principles of psychology are introduced, examining psychology as the scientific study of behaviour and mental processes, and exploring topics commonly accepted as important in the field, such as sensation and perception, states of consciousness, learning and memory, motivation and emotion, stress and health, major theories of personality and various treatment strategies.

PSY1036 Interpersonal Psychology
The focus of this course is self-exploration and personal awareness. The emphasis is on learning what we feel, think and believe about ourselves and others and how these impact upon our relationships. Topics include self concept, love, sexuality, assertiveness, listening, resolving conflicts, anxiety, fear and anger.

PSY1038 Introductory Psychology
Not being taught in the 97-98 school year. Introductory psychology is intended to introduce students to the basic tenets, schools of thought, and theories of psychology. In this course we will examine not only the things people do but why they do them, as well as looking at ourselves in relation to the world around us.

PSY1043 Development Psychology
This course covers the research techniques required to adequately study current theories in life span psychology. The major approaches to childhood development throughout the ages are also covered.

PSY1045 Organizational Psychology I
This introductory course in Organizational Psychology focuses on the individual in organizations by studying foundations of individual behaviour, the role of motivation, individual and group decision making, leadership, and conflict and negotiation. Knowledge of the individual is used to understand dynamics within and between groups.

PSY1051 Human Growth and Development
A lifespan perspective is taken in this course that addresses the growth and development of the person. Some emphasis will be given to the impact that deafblindness has at different points in the lifespan.

PSY1054 Child and Youth Development
Focusing on the development of gender identity, this course explores the biosocial, cognitive and emotional domains of child and youth development.

PSY1056 Infant and Child Development I
Examining the growth and development of the child from conception through middle childhood, the focus will be on the physical, social, cognitive and emotional development of young children. Current research findings and theoretical advances will be discussed, particularly in terms of their application in the lives of children.

PSY1059 Infant and Child Development II
A continuation of PSY 1056.

PSY1061 Human Growth and Behaviour I
Personality development and the normal age and stage developmental patterns over the entire life span are examined in these courses.

PSY1062 Human Growth and Behaviour II
See PSY1061.

PSY1063 Psychology
An introduction to many of the major areas of psychology, this course gives a basic understanding of human behavior and is intended to enable the student to understand self and to understand and deal more effectively with others. The topics are general and include perception and sensation, learning, life long development, social interaction, abnormal behavior and altered states of consciousness.

PSY1065 Human Resources
The contents of Human Resources will give the student a functional understanding of human resource programs, and how they affect all employees, the organization, the community and the society at large. The human relations part of this course prepares students for careers in today's business world.

PSY1070 Psychology
See PSY1063.

PSY1072 Introduction to Psychology
This course will provide the students with an overview to the study of psychology and significant psychological theories. Students will explore the impact of these theories on the human condition.

PSY2002 Family Processes
Learn the developmental stages that a family experiences during its lifetime. A systemic approach will be used as a framework to explore the stages of the family life cycle.

PSY2004 Human Sexuality
Gain an understanding of relevant information/research relating to human sexuality, the ability to discuss, with greater ease, issues related to human sexuality, an awareness of the diversity of viewpoints and values in the area of sexuality while respecting the opinions and rights of others and an ease in discussing issues relating to sexuality with clients.

PSY2010 Organizational Psychology
Program participants are introduced to the applied discipline of organizational behaviour, including the behaviour of individuals, groups and organizational units. The program specifically emphasizes the implications of organizational behaviour on management.

PSY2012 Human Growth and Development
Helping the student understand the changes that occur in human development, this survey course will examine human growth and development from adolescence to death. The focus will be on the physical, social, cognitive and emotional development.

PSY2014 Personal Growth and Development
The setting of personal and career goals and developing the skills and competencies necessary to reach those goals are the focus of this course. This course helps students develop a personal vision, mission and set of values. Developing flexibility in thinking and problem solving skills will also be examined.

PSY3002 Exceptional Children
The characteristics of exceptional children and their education are topics covered, with a focus on the field of special education. Gain a fuller awareness of exceptionalities to enable the worker to provide more effective services to their clients, resulting from developmental variances, genetic or birth trauma disorders and/or environmental deficits. The emphasis will be on dealing with all children in a humane and caring manner.

PSY3004 Psychopathology
Learn to identify behavioural, emotional or thought problems serious enough to cause a young person distress and/or impinge on their ability to function as expected. Emphasis is placed on understanding, managing and predicting behaviours stemming from psychiatric problems that clients display.

PSY4001 Introduction to Psychology
The course examines human behaviour at the individual, group and organizational level with emphasis on seniors.

QC1001 Work Measurement
This course is designed to provide the student with the basic principles of apparel manufacturing methods and analysis of related work measurement techniques.

QC1003 Quality Control
Particularly addressing three specific areas: raw materials, work in process and finished product, this course introduces the students to the principles and procedures involved with the establishment of product quality. Prerequisite: FASH1052.

QC2003 Quality Control
This second year course is designed to introduce the student to the physical and chemical principles involved in paper testing and ink manufacture in the graphic arts field. Students begin with an introduction to statistics and the mathematics of sampling. The principles are illustrated by an experiment in sampling.

RECM1001 Health Information Management – Theory I
This course introduces the student to the purpose and components of a health record, how to assemble a record, identify the numbering, storage and filing systems in use, use the patient index to locate specific records, identify methods of record control, identify legal and accreditation standards for health records and conduct a quantitative analysis of a record according to specified format.

RECM1003 Health Information Management – Theory II
This course includes purposes of classifying diseases and operations, differences between nomenclature and classification, and the historical development of medical nomenclatures and classification systems. The value of indexes and registers, use of abstracting software, HMRI reports and the importance of data quality are emphasized.

RECM1005 Health Information Management – Lab I
This course provides the student with opportunity to visit a number of Health Record Departments in various types of health care settings. Students will also practice Quantitative and Qualitative Analysis and release of information.

RECM1006 Health Information Management – Lab II

This course provides the student with the opportunity to gain experience in applying coding principles. Labs are held in the hospital applying coding principles based on documentation from actual health records.

RECM1007 Health System Data Analysis

The student will acquire hands on experience by using MED2020 software to provide analysis of hospital statistics.

RECM1008 Records Management

This course covers the various areas of records management, understanding basic records management concepts and the need for organization-wide records and information management programs.

RECM2002 Health Information Management – Theory III

Lecture and discussion accompanied by student research assignments provide an in-depth coverage of: the health care system in Canada (including current issues and trends); health information systems; the CCHSA and the accreditation process; quality assurance/continuous quality improvement. Prerequisite: RECM1001/1003.

RECM2004 Health Information Management – Theory IV

Continuation of RECM2002.

RECM2006 Health Information Management – Lab III

Directed clinical practice in the Health Record Department supplements theory learned in the classroom. Prerequisite: PROP1004.

RECM2008 Health Information Management – Lab IV

Continuation of RECM2006.

SCI1007 Engineering Science I

This level of Engineering Science covers the basic principles of the mechanics and simple mathematics associated with problem solving in the field of mechanical engineering design calculations. Topics include: rectilinear and rotational motion, kinetics of rectilinear motion, vectors, simple force systems, moments, torque, equilibrium, force diagrams, friction, work, energy and power. This course incorporates elements of communications and reasoning skills as well as analytical and numeracy skills.

SCI1009 The Boundaries of Science

This introductory survey course will give the student exposure to a number of aspects of science – that all-important activity of humankind. The philosophy of science and some major episodes in the history of science will be discussed; a summary of the current state of scientific knowledge in some important areas will be given, and attention will be given to the problems of science and the ways that science continues to profoundly influence almost all aspects of modern society.

SCI1010 Beyond The Limits

Science Fiction: Beyond the Limits covers representative pieces in the development of the science fiction genre. Students will investigate the context, method and message of diverse works ranging from the 19th century to the present.

SCI2004

This course guides students in learning research techniques and composing a research essay for a topic related to science and technology. Weekly seminar participation is required.

SCI2005 Engineering Science II

Students will address the following topics: rectilinear motion, rotational motion, kinetics of rectangular motion, properties of solids, shear force and bending moment diagrams, and stress and strain.

SCI2006 Engineering Science III

In this level of Engineering Science, students will study the following topics: thermal stress, stresses in compound bars and thin shells, stress concentration, Poisson's ration factor of safety, longitudinal bending stresses, torsion of circular shafts, close-coil springs, welded and bolted connections, testing procedures, and deflection of beams and columns.

SCI3002 Engineering Science IV

The concluding level of this course includes the following topics: curvilinear motion, momentum, energy and power, friction, mechanical vibrations, and dynamics of motion.

SCI7006 Science (Level 3)

Introduction to chemistry, using laboratory experiments.

SGNW2002 Sign Production I

Creating original signage from rough sketch, through finished dimensional art to final output and fabrication. A variety of techniques, tools, formats and materials commonly employed in the sign industry will be used in this course. Projects will include: a backlit rigid plastic sign face done with translucent films; a PVC and Vinyl marking film sign; and vinyl banners.

SGNW2003 Computer Assisted Signmaking I

This course builds on SGNW 2002 and COMP 1064 with CorelDraw and Gerber 48 and Sprint but moves beyond into a sign-specific design application, SignLab Premier. A series of hands-on tutorials covering the features and tools of the program precedes using its capabilities in the design and production of varied signage projects.

SGNW2004 Sign Production II

Creating original signage from rough sketch, through finished dimensional art to final output and fabrication. A variety of techniques, tools, formats and materials commonly employed in the sign industry will be used in this course. Projects will include: a wallmounted wood sign; a hanging, shaped wood sign; a large scale plywood sign; a free-standing wood sign; large scale vinyl banners.

SGNW2005 Computer Assisted Signmaking II

This course follows from SGNW 2004, introduces a second sign-specific software suite, Gerber Advantage, and challenges students to move between programs, exploiting the unique features and advantages of each in the design and output of original signage.

SIGN1001 Interpersonal Skills

An introduction to theories and practises of interpersonal skills, this is an experiential course that encourages students to reflect on and identify their strengths as communicators.

SIGN1002 Introduction to Field

Students will gain an overview of the agencies, programs and services that are relevant to the field. This course involves a combination of classroom learning and field trips from which students will acquire a framework that demonstrates the breadth of settings in which interpreters may work.

SIGN1003 Deaf Culture and Community I

This course will examine the sociological and cultural make-up of the deaf community. The development of deaf culture will be presented in an historical context, and the dynamics of deaf and hearing cultures will be investigated.

SIGN1004 ASL

Through this course students will have an opportunity to review the fundamentals of ASL grammar and structure and acquire additional vocabulary.

SIGN1005 ASL Lab

SIGN1006 Fundamentals of Interpreting I

Serving as an introduction to the theory and practice of interpreting, basic concepts, terms and definitions will be presented throughout this course. The role of the interpreter and basic professional standards will be introduced.

SIGN1007 Field Observation

Students will spend 7 hours a week in a community agency observing the role of the interpreter. This will provide students with an opportunity to begin to integrate classroom learning with practical applications.

SIGN1008 Field Seminar

Students are given an opportunity to discuss all aspects of their field observation. Through examination of issues, skills and values, the seminar supports integration of classroom theory with field observation and fosters peer support, collaborative problem solving, and peer supervision among interpreters.

SIGN1009 ASL to English

Students will gain the theory and skills necessary when interpreting from ASL to English.

SIGN1010 English to ASL

The skills and theory necessary when interpreting from English to ASL will be presented in this course.

SIGN1011 Lab I

Lab activities will encourage student practice and integration of skills presented in the classroom setting.

SIGN1012 Linguistics I

While students examine the structure of language, emphasis will be placed on comparative analysis of ASL and English, as well as the various structures inherent in ASL.

SIGN1013 Deaf Culture and Community II

A continuation of SIGN1003.

SIGN1014 Fundamentals of Interpreting II

A continuation of SIGN1006.

SIGN1041 Anatomy & Physiology

This is a general education course in functional anatomy and physiology.

SIGN2001 ASL to English II

Under Development.

SIGN2002 English to ASL II

Under Development.

SIGN2003 Lab II

Under Development (SLI).

SIGN2004 Linguistics II

Under Development (SLI). See SIGN1012.

SIGN2005 Field Placement I

This course gives each participant 14 hours per week of guided and supervised work experience for the course of the semester. Students will be placed in programs/agencies that will provide experience in a variety of interpreting settings.

SIGN2006 Field Seminar II

Students are given an opportunity to discuss all aspects of their field work. Through examination of issues, skills and values, the seminar supports integration of classroom theory with field practice and fosters peer support among intervenors.

SIGN2007 Deaf Culture and Community III

Under Development (SLI). See SIGN1003.

SIGN2008 ASL: Interpreting in Specialized Settings I

Students will become familiar with the specific techniques needed for interpreting in a variety of situations. Some areas examined will be school, hospital, legal, religious and community based.

SIGN2009 Lab III

Under Development.

SIGN2010 Field Placement II

Each participant receives 21 hours per week of guided and supervised work experience for the course of the semester. Students will be placed in programs/agencies that will provide experience in a variety of interpreting settings.

SIGN2011 Field Seminar III

Under Development.

SIGN3001 Field Placement III

This course gives each participant 28 hours per week of guided and supervised work experience for the course of the semester. Students will be placed in programs/agencies that will provide experience in a variety of interpreting settings.

SIGN3002 Field Seminar IV

Under Development.

SIGN3003 Field Placement IV

This course gives each participant 21 hours per week of guided and supervised work experience for the course of the semester. Students will be placed in programs/agencies that will provide experience in a variety of interpreting settings.

SIGN3004 Field Seminar V

Under Development.

SIGN3005 ASL: Interpreting in Specialized Settings II

A continuation of SIGN2008.

SIGN3006 Lab IV

Under Development.

SOC1003 Sociology

Topics include socialization, culture, ethnic and race relations, what is considered deviant, and how societies attempt to control it. Ethnicity, family traditions and spoken and unspoken expectations are also studied.

SOC1005 Sociology: A Critical Approach

This course introduces basic concepts of sociology and describes the basic perspectives of sociological thought. These perspectives are then applied to social institutions, communities and small groups. This course is a general education credit.

SOC1006 Sociology I

This course includes an introduction to the basic concepts in Sociology and gives students some framework for looking objectively at behaviour in groups, institutions and society.

SOC1008 Sociology – Relevant to Deaf-blindness

An introduction is offered to the basic concepts in sociology, a beginning objectivity and a way of looking at group behaviour, institutions, families and society in general. Students will gain an understanding of the impact of deaf-blindness on individuals, families and society.

SOC1018 Sociological Perspective

This course introduces students to the sociological perspective and uses it to examine the relationship among individual life experience, current public issues and changing social institutions, with an emphasis on Canadian society.

SOC1019 Introduction to Sociology

This course will identify the basic perspectives of sociology. Students will use this framework to better understand various aspects of Canadian society.

SOC1022 Sociology

Students are introduced to sociological inquiry and explore our everyday life experiences and their relation to the cultural communities and social institutions that make up the wider Canadian society. Topics covered include: sociological perspective; culture; socialization; social inequality; organizations; family; gender relations; and deviance.

SOC1027 Introduction to Sociology

Introduction to Sociology explores the major societal institutions of family, government, economic, religion and education. Historical perspectives provide the foundation for discussion of current issues that impact culture, particularly Canadian culture. Topics covered include: sociological perspectives, culture, socialization, social inequality, gender relations and deviance.

SOC1034 Deviance & Society

A brief introduction to the sociological perspective, this course investigates the nature of deviance and social control in modern society, with an emphasis on Canada. The course examines various kinds of deviance such as delinquency, mental illness, sexual diversions, suicide and crime; the law and Canada's criminal justice system; as well as crime and the media.

SOC2004 Women's Studies

This foundations course introduces the diversity of thought in current Canadian and western feminism. This course explores and critically evaluates the major issues, the historical dimension of women's struggle for emancipation, and the effect of cultural, philosophical and religious traditions.

SOC2006 Social History and Organized Labour in Canada

The student examines the nature of work; the history of work and organized labour in Canada in competing approaches to labour-management relations; Canadian labour legislation and collective agreements; and contemporary issues regarding work in the new global economy.

SP5001 Basic Mechanical Layout and Typography

This course explores the basic fundamentals of colour theory, mechanical and creative layout, design and typography essential to effective graphic communication by screen process reproduction. The student is trained to execute mechanical layout as well as basic colour mixing, while exploring the theory behind effective creative layout and mechanical artwork.

SP5002 Photomechanical Reproduction

Learn about photomechanical stencil systems, and processing, darkroom procedures, process camera operation, line film processing and development, select an appropriate photostencil, execute processing, perform exposure to tests to establish a permanent handling and processing system to attain optimum reproductive results, operate a process camera, calculate size and exposure time, and process and develop line film to the appropriate density and sharpness.

SP5003 Basic Stencil Film Imposition

Learn the functions of the screen frame, fabric, stencil, job planning, manual film cutting, screen frame assembly, fabric stretching and multiple mechanical layout for both single and multicolour reproduction, plan and execute mechanical layout, placing all necessary reference and registration marks in position, incorporating colour traps and bleeds in manual film stencil cutting.

SP5004 Basic Manual and Mechanized Press Operation and Production

Learn hand press set-up procedure, the functions of a printing press and its components, printing, ink coating blades and printing the manually cut indirect stencil, match colour and mix ink with the appropriate solvents to its proper viscosity, execute press set-up and select the proper printing blade, the techniques of manual printing, wash-up and screen reclaiming.

SP5005 Advanced Manual and Mechanized Press Operation and Production

Learn to execute a press set-up and production run with minimum instructor assistance, supervise and control a production run for both job specifications and quality, ink and substrate compatibility and testing and proofing techniques.

SP5006 Advanced Film Imposition

Learn about stripping and assembly of final film positives, evaluate mechanical artwork, understand colour break-down and establish a production procedure for the complete processing and final assembly of film positives for multi-colour production, the use and selection of screened mechanical prints and their respective percentages, close cropping and film retouching, plan and develop mechanical layouts for both single and double-sided printing applications.

SP5007 Intermediate Manual, Mechanized and Photomechanical Processing

Learn to operate a semi-automatic press with instructor assistance, execute a press set-up and production run employing quality control and problem-solving techniques, evaluate and process photomechanical direct and indirect stencil systems employing exposure calibration and proofing techniques and wash-up and reclaiming procedures.

SPMK4001 Applications in Sport and Event Marketing

This course focuses on integrating modern marketing theory with the sports industry, marketing sports products and services and the use of sport and sport-related activities to market consumer and industrial products, overview of the sports industry, characteristics of sports marketing and sports products, product extension programs, the sports marketing macro and micro environment, elements and coordination of the sports market, and public and media relations.

SPMK4002 Sport and Event Marketing Management

The course offers a review of concepts, procedures and techniques pertaining to marketing management in general and introduces aspects which apply specifically to the field of sports marketing and event management, research, promotion, distribution, selling, use of media, marketing programs for special-needs groups, and the development, implementation and evaluation of integrated sports marketing programs.

SPMK4003 Sport and Event Planning and Management I

This course is designed to provide the students with a comprehensive understanding of special events and an overview of the industry. Students will review and analyze the evolution or history of events/festivals from both an historical and practical, contemporary perspective. The student will gain a practical working understanding of events/festivals from the conception of the idea, development of a proposal, event execution and event evaluation.

SPMK4004 Sport and Event Marketing Practicum I

The student must secure college-approved employment with an organization/firm (min. 300 hours) for hands-on experience in management of a sport product or event. Discussion topics include development and presentation of sports/event proposals, control system for sports/event, identifying and rectifying hazardous situations, relationships with municipal and provincial authorities and other regulatory bodies, insurance and product liability issues. Students must present a workshop based on co-op work experience and submit periodic reports.

SPMK4005 Media Applications in Sport

The student will examine the operations associated with both electronic broadcast media and print media, the practical and technical aspects of producing and marketing a sport broadcast as well as managing effective relations with media organizations, financing a sport broadcast, network and independent broadcast productions, technical and support functions for a broadcast, marketing issues and strategies for a sport broadcast, print media facilities and management strategies.

SPMK4006 Licensing and Merchandising Sport Products

The student will examine the merchandising issues and strategies for sport products, including the rapidly growing area of licensing sport products, consumer behaviour, product mix, depth and season, merchandise presentation, customer service strategies and tactics, cooperative advertising and promotion, licensing opportunities and how to negotiate licensing agreements.

SPMK4007 Sports and Event Planning and Management II

This course builds on the field experience acquired in SPMK4004 and follows the same workshop and reporting format. It provides a vehicle for applying the concepts and practices introduced throughout the program. The student may continue with the organization or the firm they worked with in the first semester or seek employment elsewhere, subject to approval of the college. A minimum of 300 hours (confirmed by the host organization) is required to graduate from the program.

SPMK4008 Sport and Event Marketing Practicum II

The student must secure college-approved employment with an organization/firm (minimum 300 hours) for hands-on experience in management of a sport product or event. Discussion topics include development and presentation of sports/event proposals, control system for sports/event identifying and rectifying hazardous situations, relationships with municipal and provincial authorities and other regulatory bodies, insurance and product liability issues. Students must present a workshop based on co-op work experience and submit periodic reports.

SSCI1002 Canadian Studies

The diversity of Canada's peoples and places are celebrated in this interdisciplinary course. Participants are asked to consider how Canada and Canadians have been shaped by natural and human landscapes, by legislative bodies and laws, as well as by the histories and cultural expressions of aboriginal and immigrant peoples.

SSCI1004 Media and Culture

The aim of Media and Culture is to provide an opportunity for students to develop their awareness of the various types of media and of the ways in which we affect the media and the media affects us as a society.

SSCI1008 The World of Work

Changes in the workplace are occuring at such an astonishing rate that the way we train, define, package and compensate work not only differs radically from assumptions made by earlier generations of workers, but will differ from the employability demands of the next decade. This course analyses some of the influencing factors, including the rights and responsibilities of both employee and employer. It also provides insights to the impact of government, economy, labour and management styles and decisions on individual lives. The course will equip participants with practical techniques and strategies for marketing ourselves and reconciling our lives with the changes confronting us.

SSCI2004

This course guides students in learning research techniques and composing a research essay for a topic related to the social sciences. Weekly seminar participation is required.

SSCI3001 Organizational Behaviour

This course provides the student with an understanding of the role of managers/employees in a business organization. The students will be given a pro-active opportunity to develop skills and attitudes that will facilitate success.

STAT1001 Statistical Methods I

This course enables students to learn basic techniques used in descriptive statistics. It also introduces students to commonly computed rates and percentages used in the health records field.

STAT1009 Statistic – Concepts and Controversies

Students will look at the various ways statistics are used and misused in our society. The course will provide students with statistics, not as a technical tool, but as a part of the general culture that people share today. The focus of the course will be on statistical and scientific thinking. Calculations will be minimal.

STAT1010 Quantitative Methods I

This course enables students to learn basic techniques used in the descriptive statistics as well as introducing the students to commonly computed rates and percentages used in the health records field.

STAT2001 Statistical Methods with Applications in Health Records

This course enables students to learn basic techniques used in the descriptive statistics as well as introducing the students to commonly computed rates and percentages used in the health records field.

STAT2002 Management of Medical Statistics (Biostatistics)

Students will study rates used in medical statistics, chi-square tests, studen-t and F-test, linear regression, ANOVA, preparation of hospital reports, data collection, research methodology, hospital information systems, and methods of utilization review.

STAT2006 Hospital Statistics II

This course covers statistical definitions, sampling, normal distributions, inference on one and two population means or proportions, analysis of variance and experimental research.

STAT2011 Quantitative Methods II

This course introduces students to the workings of statistical research; how masses of data are translated into meaningful statements, how to avoid erroneous assumptions, and how to analyze critically and respond to conclusions presented. Successful completion of this course and STAT1010, with a minimum of B- in each course, qualifies the student for an exemption from the CCA course QM2.

SWRK1002 Group Dynamics

Students will learn the importance and power of groups, communication and leadership styles, what constitutes a successful or non-successful group, trust building, phases of group development and constructive and non-constructive roles within the group.

SWRK1007 Group Process I

The emphasis of these courses is the development of self-awareness, communication and interpersonal skills plus understanding group dynamics. In the second year, attention turns from membership skills to facilitation skills and styles.

SWRK1017 Field Work I

The first unit of 400 hours consists of active participation in community agencies providing direct client service. The students function first as observers, then as co-counsellors and finally with autonomy under direct supervision. In the second placement, 600 hours provide the student with opportunity to further develop skills and approximate greater autonomy in helping through counselling individuals, families and groups. Learning contracts focus expectations of college, agency and student and are the basis for evaluation. Students can receive up to 60 hours credit for appropriate work or volunteer experience prior to program admission.

SWRK1018 Field Work Seminar I

The students meet weekly to discuss events in the field, the relationship to classroom work and problem solving. These courses provide support for students in developing skills and integrating knowledge.

SWRK2001 Group Processes

This course is designed to enable the learner to demonstrate the knowledge gained in interpersonal communication skills of theoretical concepts and practical skills necessary to work effectively in small groups as well as development of group leadership skills.

SWRK2009 Group Process II

See SWRK1007.

SWRK2028 Field Work II

See SWRK1017.

SWRK2029 Field Work Seminar II

See SWRK1018.

SWRK2032 Addictions Core Studies I

These courses provide an historical review of people's use and abuse of chemicals, society's responses, social attitudes and relevant legislation. Dilemmas still present in the field are identified. A survey of current services concludes the courses.

SWRK2033 Addictions: Issues in Counselling Practice I

Participants learn appropriate strategies in case management of clients/patients with substance abuse problems. There is more detail about services and information to assist in prescriptively referring clients to the most appropriate service. This course is limited to Addictions majors only.

SWRK2034 Mental Health Core Studies I

An historical review of the concepts of mental illness and society's responses or lack of responses form the basis for this course. It clarifies some of the attitudes, fears and misconceptions about mental illness. Modern treatment, both clinical counselling and pharmaceutical management, is explored.

SWRK2035 Mental Health: Issues in Counselling Practice I

The companion courses when Mental Health is chosen as a major, this course examines in more detail many of the current drugs being used to ameliorate the physical and emotional aspects of mental illness. Case management is highlighted. The tension between hospital versus community based treatment is explored.

SWRK2036 Criminal Justice Core Studies I

Crime and punishment have been a part of society since the beginning of time. An historical review sets the background for exploring key issues, dilemmas, attitudes and responses facing workers in the criminal justice field. A survey of services, statistics and current philosophies with implications for counselling identify the competencies required in this field.

SWRK2037 Criminal Justice: Issues in Counselling Practice I

The different viewpoints of deviant behaviour set the background for an understanding of crime, the criminal and the services within the criminal justice system. The student is expected to be able to identify the major characteristics of the system and services. There will be a secondary emphasis on values, lifestyles and conflict. This is a companion course to SWRK2036 and SWRK2040, and is for Criminal Justice majors only.

SWRK2038 Addictions Core Studies II

See SWRK2032.

SWRK2039 Mental Health Core Studies II

See SWRK2034.

SWRK2040 Criminal Justice Core Studies II

See SWRK2036.

SWRK2041 Addictions: Issues in Counselling Practice II

See SWRK2033.

SWRK2042 Mental Health: Issues in Counselling Practice II

See SWRK2035.

SWRK2043 Criminal Justice: Issues in Counselling Practice II

See SWRK2037.

TELC1001 Telecommunications

This course introduces students to the wide world of electronics and telecommunications and the encompassing technologies and how they are converging with computing. It also covers some of the important questions of today such as: Why are telecommunications and information technology so important? What technical and engineering fields are affected by them? What are the driving forces and the challenges? Who are the main players?

TETR4000 TESL Methodology

Explore theoretical and practical issues in English as a Second Language teaching. Topics include an overview of approaches, methods and techniques for the adult learner; assessment of learner needs; lesson planning; classroom management; error correction; second language acquisition; socio-cultural awareness; and the adaptation /creation of ESL materials and resources.

TETR4001 Phonetics and Phonology

Learn basic phonetic and phonological terminology. Emphasis on supra-segmentals, such as stress and intonation, and their significance in discourse. Pronunciation difficulties, relevance of phonetics and phonology to classroom practice is discussed.

TETR4002 Pedagogy of English Grammar

Examine a large range of English grammatical forms and functions in the context of teaching English as a Second Language. Focus is on the essential grammar which ESL students need to be taught in basic to advanced level programs.

TETR4003 Teaching Skills I

Gain valuable teaching skills through practice activities and demonstrations for teaching listening, reading and grammar as they relate to the teaching of English as a Second Language.

TETR4004 Teaching Skills II

Gain valuable teaching skills through practice activities and demonstrations for teaching speaking, pronunciation and writing as they relate to the teaching of English as a Second Language.

TETR4005 Practicum

Observe English as a Second Language classes in different settings and report on two of the observations. The relationship of student and teacher is examined within the context of various approaches to teaching ESL.

THEA The Process of Film Making

An overview of the film production process is offered with detailed examination of production planning and organization, budgeting, camera techniques, computer generated special effects, mixing and editing.

THEA1001 Acting I

Acting I consists of the Test Piece, a three week rehearsal/performance process; introduction to the fundamentals of acting; introduction to text analysis; story telling; and verse and poetry.

THEA1002 Acting II

Acting II consists of Scene Study; introduction to Shakespeare; neutral mask and vocal masque, a five minute solo performance created and performed by the student for presentation at the end of term.

THEA1003 Dance I

Dance I is a practical study of the five basic elements of dance: coordination, motivation, animation, suspension and relaxation, studying the basic principles of classical ballet. Focusing on proper use of legs and arms as applied to classical ballet and other dance forms, posture is developed to help the actor-dancer gain ease and control in dance.

THEA1004 Movement I

As an introduction and exploration of the essential principles of movement, breathing, anatomy, sensitivity to one's inner functioning, sensitivity in working with a group and improvisation, Movement I is also an introduction to the elements of movement as a language, the dynamics of rhythm and space. The relationship and importance of all of the above in the context of performance and the theatre are discussed in detail.

THEA1005 Vocal Music I

Vocal Music I covers basic music theory with an introduction to reading music, especially piano-vocal scores.

THEA1006 Voice I

As an introduction to Mind/Body/Voice awareness, this course also explores the anatomical and physiological aspects of the voice as well as the care of the voice.

THEA1008 Speech I

Beginning with organs of speech identified and examined, students will move into warm-up routines begun to facilitate optimum usage of speech organs. An introduction is given to IPA (International Phonetic Alphabet). Consonants and vowels are identified as sounds in isolation and with appropriate phonetic symbol, and text pieces are chosen for choral work, incorporating work on vowels and consonants.

THEA1009 Vocal Music II

This course continues the development of sight-reading and vocal technique in choral work. Examination of basic singing techniques, and builds a solid understanding of the fundamentals of musicianship.

THEA1010 Dance II

This continuation of Dance I is an introduction to Jazz, enhancing the use of isolation and dynamics between music and movement. Combinations (small dance pieces) are developed to improve memory and stamina. This course also introduces basic Tap and Ballroom dancing.

THEA1011 Theatre History I

Theatre History is a lecture course designed to familiarize the student with dramatic literature in its historical and national setting with a special emphasis on the actor's perspective. A coherent body of material is discussed in each semester: Greek, Roman and Medieval; Tudor, Jacobean and Elizabethan; Restoration, Grand Siecle and Eighteenth Century; Romanticism, Nineteenth Century and Modern. Students are expected to read the plays discussed each week.

THEA1012 Stage Combat I

Through hand- to-hand and quarterstaff, students are introduced to the basic principles of combat for the stage with emphasis on coordination and safety.

THEA1013 Group Improvisation

Imagination, awareness, sensitivity, trust; taking, sharing and passing on focus; stimulating and responding to impulse; functioning effectively in a dramatic ensemble – these are all components of Group Improvisation.

THEA1014 Workshop Performance

Students will present a studio exercise before a small invited audience at the end of First Year; a complete play is studied, rehearsed and performed with stock furniture and costumes, as well as a year-end counterpart to the opening Test Piece. May be substituted by a scene study exercise as in Acting II.

THEA1015 Contact Improvisation

Contact Improvisation combines the skills developed in the other classes in imaginative and daring ways to hone the actor's invention, trust and responsive generosity in both physical and vocal interaction.

THEA1016 Voice II

A continuation of Voice I, accessing the primary breathing muscles and phonating muscles, this level focuses on intensive releasing of the mind and body with the intent to release the voice. Accessing the laryngeal muscle to free sound is also examined.

THEA1017 Movement II

With an introduction to movement composition, definition of a "theme" and how to develop a theme through movement, this level is a continuation of the elements of movement, comprising more in-depth exploration and practice of the principles of movement to increase flexibility, and safety of the professional actor.

THEA1018 Speech II

The warm-up routine is expanded. Diphthongs and triphthongs are identified as sounds in isolation and with appropriate phonetic symbol, and diacritic marks for IPA are introduced; for example, primary and secondary stress, syllabication, aspiration, tilde, glottal stop. Students annotate chosen texts phonetically and present texts individually.

THEA1021 Performing Arts Career Studies I

This course explores career opportunities in the performing arts industry: theatre, film, dance, music theatre and opera in creative, technical and administrative fields.

THEA1022 History of Dramatic Literature

By means of the selection of one play for in-depth study and class reading, students are exposed to a survey of world drama from Greeks to present.

THEA1023 Introduction to Voice, Movement and Speech

Students are offered insight into the training process for the professional actor/singer/dancer regarding breath control, articulation and diction, as well as body control and creative movement.

THEA1024 History of Western Theatre

The historical and cultural importance of theatre through the ages is addressed in this survey of theatrical styles and traditions.

THEA1025 History of Music Theatre

With particular emphasis on Canadian developments in commercial theatre, this course constitutes a survey of opera, musicals and ballet, European operetta, American and British musicals.

THEA2001 Acting III

Intensive scene study concentrates on works of the modern and contemporary naturalist school and the interpretive techniques evolved by and since Stanislavsky in close connection with them.

THEA2002 Voice III

A continuation of Voice I and II, freeing the voice through 'good use' of alignment release, breath and resonating cavities is stressed. Attention is given to vocal support and power, and to creating and instructing an individual voice warm-up.

THEA2003 Television and Film Technique

Basic principles of television production are explored with an introduction to the medium of screen acting using solo speech and duologues, dramatic scenes, commercials, news and sportscasts, interviews (both host and guest) etc.

THEA2004 Dance III

This continuation of Dance I and II uses basic ballet principles from Dance I, and offers an introduction of Modern Dance in conjunction with fall-rebound (Limon technique). Development of fluid and expressive upper torso is also discussed.

THEA2006 Business of Acting

Business is an important part of today's acting career, and this course offers instructions in career management such as techniques of soliciting work, (resumes, photographs, letters, follow-ups, etc.); dealing with agents, managers and casting directors; professional associations and unions; governments, taxes, mortgages, insurance etc.; and work etiquette and audition techniques.

THEA2007 Acting IV

(a) Period Study: an extensive examination of a given historical era and its theatre, culminating in a presentation of scenes, improvisations drawn from students' research, songs, dances, fights, etc., with appropriate weaponry and costumes. The exercise combines Style and Theatre History. (b) Clowning: basic principles of clown improvisation and audience contact; finding one's own clown; invention and ingenuity. (c) Character Mask: a continuation from Neutral Mask which is a prerequisite; uses of full and half masks; creation of one's own mask; characterization through mask and antimask. (d) Vocal Masque: an extended exercise similar to the First Year Vocal Masque, created independently by students in pairs, under supervision, and presented in April.

THEA2008 Dance IV

This is a continuation of Dance I, II and III, particularly continuing Jazz training from Dance II with emphasis on longer combinations and in-class presentations of actual dance pieces. Intermediate Tap and Ballroom dance are included with emphasis on dance combinations and fully developed dances.

THEA2009 Vocal Music III

As a continuation of Vocal Music I and II which are prerequisites, this level also addresses preparation of scene work in connection with children's plays, and individual coaching and repertoire.

THEA2010 Theatre History II

A continuation of Theatre History I (THEA1011).

THEA2011 Stage Combat II

Advanced work in fight choreography for the stage is covered, including weapons such as foil, sabre, rapier, dagger and broadsword.

THEA2012 Make-up

Make-up is an introduction to the basic principles of stage make up; charting a design, bone structure, stage lighting, character analysis; oriental and black make-up. In semester IV, this course includes make-up for television; black and white and colour photography; application of latex, prosthetics, hair, beards, wigs, stage gore, body painting and trans-sexual make-up.

THEA2013 Children's Play Performance

A full-scale production of one or two plays will be presented to children's audiences in playing spaces outside the College. The productions are attended by thousands of Metro Toronto school children.

THEA2014 Speech III

Purchase and learn how to use "English Pronouncing Dictionary" by Daniel Jones as an ongoing reference text. Rules governing lengths of vowel, diphthong and consonant sounds are established. "7 Points of Good Speech for a North American Classical Play" is also studied. Research and rehearse, individually and as an ensemble, material which culminates in a public Remembrance Day performance. Background is given for a British dialect; key vowel substitutions, diphthongal changes, consonant substitutions and peculiar idioms are focused.

THEA2015 Monologue Study I

Develop a repertoire of suitable monologues for auditions. A new piece is to be presented, critiqued and developed in class every other week.

THEA2016 Movement III

The extension of Movement I and Movement II which are prerequisites, this is a continuation of becoming freer and more connected to one's movement, so that each actor can be truly responsive with the appropriate sensitivity to the moment. The student begins to explore first the combination of movement and sound and later of movement and text. There will be individual and group improvisations.

THEA2017 Voice IV

Continuing Voice I, II and III, with an addition of text work, this level teaches the student to find freedom of the voice through the use of text. A great deal of attention is given to Focus and Intention and how the mind affects the voice.

THEA2018 — **Speech IV**

Work on British dialect continues with assignments in phoneticizing text for British, recording two set pieces, and choosing and recording two appropriate monologues. Cockney and German dialects are presented and studied in format similar to that described for British. Individual private sessions are arranged for speech and dialect requirements in Period Study term project.

THEA2019 — **Vocal Music IV**

With emphasis on the work currently under study, (as in the Period Study), this level correlates the work of the previous three levels, with a choice of personal repertoire.

THEA2020 — **Workshop Performance**

A full-scale production of one or two plays will be presented to children's audiences in playing spaces outside the College. The productions are attended by thousands of Metro Toronto school children.

THEA2021 — **Movement IV**

Continuing Movement I, II and III which are prerequisites, in this semester more attention and focus are given to each student's individual needs and the needs of the class as a whole, in relationship to the curriculum of other courses, i.e. Vocal Masque, Period Study and Workshop Performance.

THEA2030 — **Performing Arts Career Studies II**

From the writing of the script to first performance, this is a comprehensive study of the production process in theatre.

THEA2031 — **History of Canadian Drama**

Surveying Canadian plays, operas and musicals from the 19th century to present day, one play is selected for in-depth study and class reading.

THEA2032 — **On the Town – Toronto Arts Scene**

Students will enjoy research and introduction to arts events in Toronto, and visits to arts events and post-visit discussions. The selection will be made from the following: drama, opera, ballet, musical, symphony concert, small music ensemble and art exhibit.

THEA2033 — **Audition Preparation**

In researching, selecting and preparing audition monologues and songs, each student will receive advice and coaching as to the most suitable material for them.

THEA2034 — **Introduction to Scene Study**

Students will be divided into small groups and cast in scenes from a variety of plays. With some guidance and direction, they will develop characters and give life to the scenes in a rehearsal situation.

THEA2035 — **Costume Study**

Costume Study follows the development of fashion and costumes as pertaining to the actor.

THEA2036 — **Theatre Design**

Students study the architecture of theatre through the ages and theatre shapes (proscenium, thrust, in-the-round, environmental) with particular emphasis on modern stage technology and effects.

THEA3001 — **Acting V**

This level of Acting is a study of a variety of theatrical styles ranging from Commedia dell'Arte to Restoration and Comedy of Manners to German Expressionism, etc. May be substituted by review of basic acting approaches and exercises.

THEA3002 — **Showcase Performance I**

Much of the acting course in the Third Year is devoted to the preparation and presentation of fully produced public exercises in various locales throughout the city. Students each participate in three or four of the six productions each year.

THEA3003 — **Voice V**

Continuing Voice I through IV, concentrated attention is given to textwork, especially monologues, with exploration of how the body and voice inform the text and how text can inform body and voice. Individual tutorials will deal with difficulties.

THEA3004 — **Movement V**

This continuation of Movement I through IV, which are prerequisites, is a refining and deepening of the exploration of movement and breath. Skills required from Movement I through IV are applied to specific problems arising out of rehearsals and performances of showcase productions.

THEA3005 — **Dance V**

Continuing Dance I through IV, creation and instruction of the individual dance warm-up routine leads to students learning choreographed dances in various styles: Broadway musicals, period dances, ethnic dances, jazz routines and ballroom dances.

THEA3006 — **Vocal Music V**

Class participants work for extended vocal range; sight read and sight sing; enjoy solo coaching of audition songs; and prepare musical and/or revue material for Showcase Performance II.

THEA3007 — **Speech V**

Ongoing development of personal warm-up includes comparison of mid vowel, front vowel, last three back vowel sounds, and comparison of diphthongs of "r". Irish and Scottish dialects are presented and studied formally. An individual session is provided for research and scripting of Vocal Masques, to be presented in semester 6. One on one coaching is also provided for speech and dialect requirements for showcase Performances.

THEA3008 — **Voice VI**

Level VI of Voice focuses on the release of the Mind/Body/Voice, as well as on nerves – how they manifest themselves in the body and voice and how to work with them. Individual sessions are held with each student for performance audition and class accomplishments.

THEA3009 — **Speech VI**

Students will examine refinement of speech skills: comparison of diphthongs of "r", intrusive "r", consonant blends and cognate blends, tone endings, difficult consonant combinations. Strong and weak "forms" are studied and American Southern dialect is taught formally. Individual speech and dialect requirements for Vocal Masque presentation are addressed, as other dialects are analyzed as required by public showcase performances.

THEA3010 — **Showcase Performance II**

See Showcase Performance I (THEA3002). There is at least one Broadway musical or musical revue among the showcase productions in this term.

THEA3011 — **Dance VI**

Continuation of Dance V (THEA3005).

THEA3012 — **Vocal Music VI**

Continuation of Vocal Music V (THEA3006).

THEA3013 — **Movement VI**

The final semester is a consolidation and clarification of the work of the previous five semesters, continuing to support showcase productions and providing individual coaching as required by each student.

TYPO1001 — **Lettering I**

This is a basic course in the theory and practice of free-hand lettering of typestyles from the Gothic and Roman Type families. Analysis of the essential characteristics of type and the terminology that applies to them is alternated with drawing and brush lettering. The psychomotor skills necessary to the execution of hand lettering is demonstrated and coached throughout the course.

TYPO1003 — **Lettering and Typography I**

A history of writing provides a sense of how writing evolved from its beginnings and the part our 26 letters played in that evolution. Typographic terminology is gradually introduced as lettering and typographic principles are applied to a variety of projects using traditional media. As students develop the perceptive skills for dealing with type, they simultaneously acquire an awareness of letterforms as legitimate design elements in their own right.

TYPO1005 — **Typography II**

A major objective in semester 2 is to acquire a working knowledge of QuarkXPress. In addition to progressively more involved in-lab projects which serve to introduce the software, students are required to complete projects on the Mac which were begun using traditional tools in semester 1. In the process of fine-tuning their designs, students typographic skills are carried forward in preparation for Semester 3.

TYPO1008 — **Lettering II**

This is a second course in the theory and practice of freehand lettering of typestyles from the Gothic and Roman Type families and progresses to include script and casual type styles. Analysis of the essential characteristics of type and the terminology that applies to them is alternated with drawing and brush lettering. The psychomotor skills necessary to the execution of hand lettering is demonstrated and coached throughout the course.

WOMN — **Global Transformation**

As students explore the interrelatedness of global environmental and human systems, they examine the frameworks of global education, ecological transformation and technological impacts from a feminist perspective.

WOMN1007 — **Introduction to Feminist Counselling**

Students are offered an historical introduction to the different theories, models and practices of feminism, and are introduced to a feminist analysis of violence against women and children.

WOMN1014 — **Field Work Seminar I**

During weekly meetings with other students and a faculty member in a small group for discussion, participants will engage in problem solving and mutual support with regard to the field placement component of the program. Focus is on development of peer supervision skills and team problem solving.

WOMN1016 — **Field Placement I**

Students participate in a total of 800 hours of guided and supervised experience in feminist agencies providing services to women and children who have experienced violence. Through two different placement opportunities, students set personal and professional learning goals focused on their preferred area of future employment.

WOMN1034 — **Gender, Race and Class: The Structure of Privilege and Oppression**

This course explores the ways in which issues of gender, race, class and other inequities are embedded in the structure of social institutions. Through the words of many different women's communities, an understanding of personal experiences and practices will equip students with basic knowledge to work with women who face additional oppression.

WOMN1035 — **Integrative Seminar I**

Focusing on self-care and community building, students are ensured a designated time during which they can integrate what they are learning and experiencing in the A.W.C.C.A. program on an individual and group level.

WOMN1037 — **Integrative Seminar II**

See WOMN1035.

WOMN2017 — **Field Work Seminar II**

See WOMN1014.

WOMN2022 — **Field Work Seminar III**

See WOMN1014.

WOMN2026 — **Field Placement II**

See WOMN1016.

WOMN2030 — **Feminist Political Action and Community Development I**

The principles and skills involved with the action side of social change and community development initiatives are examined, particularly within the context of working to end violence toward women. Focus is on social research, political lobbying, proposal preparation and methods of collective work.

WOMN2031 — **Integrative Seminar III**

See WOMN1035.

WOMN2032 — **Feminist Political Action and Community Development II**

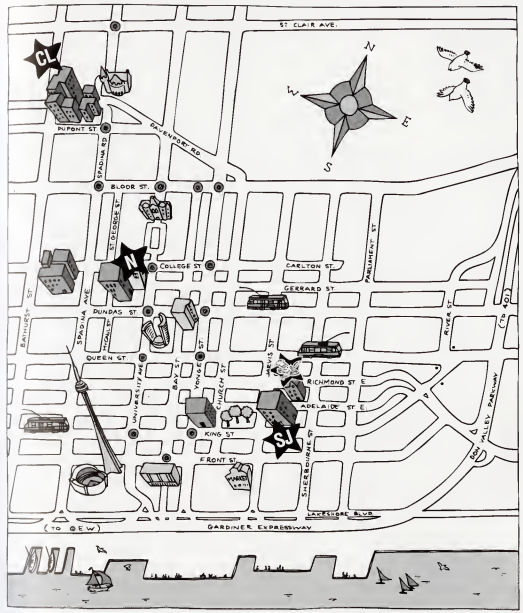
See WOMN2030.

WOMN2033 — **Integrative Seminar IV**

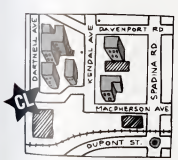
See WOMN1035.

WOMN2034 — **Field Placement III**

See WOMN1016.



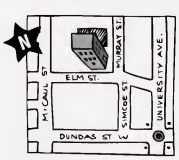
= SUBWAY STOPS = STREETCAR / BUS STOPS = PUBLIC PARKING LOTS



CASA LOMA CAMPUS

Main Building – 160 Kendal Avenue

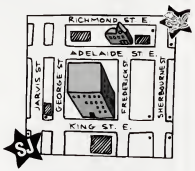
Exit at Dupont subway station and walk north on Spadina Road to MacPherson Avenue.



NIGHTINGALE CAMPUS

2 Murray Street

Exit at St. Patrick subway station.



ST. JAMES CAMPUS

Main Building –
200 King Street East

Hospitality Centre –
300 Adelaide Street East

Exit King subway station, take King streetcar to Jarvis Street.

This text is printed on recycled paper.

"I attended George Brown because I wanted to open my own business.

Without this program I wouldn't have known where to start. I met my partner in the program and we worked so well together that we decided to start a business. So we decided on a name, registered ourselves, found a reasonable location and here we are. Although it's only been a year, the business is on its feet and the clientele is becoming very steady."

Katherine Mark, Furniture Technician – Production and Design '96
Co-Owner, Sofa Sogood Upholstery

"I had a job as soon as I finished George Brown.

Working part-time at Nesbitt Burns while I was still in the program, they hired me full-time when I graduated. After graduating from university with a B.A. in Economics, I still really didn't know what I wanted to do. Being interested in investments I found out about the George Brown Investment Sales Assistant program. The program has a good reputation. Lots of people in this industry are familiar with it and once they hear you've taken the program, it gives you a real advantage. I don't think I could have gotten this job without it."

Chris Buttigieg, Investment Sales '97
Investment Sales Assistant, Nesbitt Burns

Call the George Brown call centre and you can order full-time or continuing education calendars, OSAP forms, check to see if a program or course is full, or have **basic** questions about programs and services answered. The call centre number is: **(416) 415-2000**

or long-distance in Canada and the U.S.: **1-800-265-2002**

George Brown
The City College

George Brown College
P.O. Box 1015, Station B,
Toronto, Ontario, Canada
M5T 2T9

GEORGE BROWN

POST SECONDARY / CONTINUING EDUCATION ACADEMIC CALENDAR 1998/99

September '98 | October '98 | November '98 | December '98

January '99 | February '99 | March '99 | April '99 | May '99 | June '99 | July '99 | August '99

September 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	Orientation Week Program Transfers may be done this week			3 Preliminary Class lists to faculty	4 Final Day for Quick Admits	5
6	7 Labour Day College Closed	8 Classes begin for most Post-Secondary Programs Fall Term 199801	9	10	11	12
13	14	15	16	17	18	19

13	14		16	17	18	19
		Last day for Course/Section Adds and Transfers				
20	21 Last day for course/section Exemptions and Drops --- Last day to WITHDRAW from program with partial refund	22	23	24	25	26
27	28	29	30 Final Class lists to faculty	.		

October 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
.				1	2 Final Day to submit Winter '99 Activity Timetable	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17

11	Thanksgiving College Closed	13	14	PLAR Deadline for Winter Semester	16	17
18	19	20	21	22	23 Fall Semester First Session Ends for Post-secondary Programs	24
25	26	27 Fall	28 Semester	29 Intersession	30 Week - P/S	31

November 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Fall Semester 2nd session starts Audit Enrollment Count Date P/S	3	4	5	6	7
8	9	10	11	12 Fee payment for deferrals Due Tomorrow	13 Last day to withdraw from a fall semester program or course	14

					without academic penalty.	
15	16	17	18 SWF's due for Winter Term	19	20	21
22	23	24	25	26	27 Bubble Sheets produced for Fall Semester P/S	28
29	30	.				

Grades for Continuing Education Courses are due on the Wednesday of the week following the last class.

December 1998

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
.		1	2	3	4 Bubble Sheets to Faculty (Fall Semester Courses)	5
6	7	8	9	10	11	12

6		8				
	Quick Admit-P/S and Tuition Short Jan/99 Intake				Timetables to Faculty	
13	14	15	16	17	18 Fall Semester Ends for most post-secondary programs	19
20	21	22	23 Post-secondary Final Grades due by 5:00 pm to Registrar	24 College closes at Noon	25 College Closed	26

December 27, 28, 29,30, 31 - College Closed

January 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday
					1 New Year's Day College Closed
3	4	5	6	7	8

3	5				
	Classes begin for most Certificate (Tuition Short) Apprent. Programs Pseudo Transcripts delivered at noon		Jan 4 - 6 Fall Promotions Meetings	Jan 4 - 8 Registration/ Orientation/ Advisement	Preliminary Class lists to faculty Winter Term Final Day for Quick Admits
10	11 Classes begin for most P/S Programs Winter Term	12	13	14	15
17	18 Last day for course/section adds and transfers	19 Jan 18 -21 Grade Mailers produced/mailed	20	21	22 Last Day for course/secti Exemptions and drops Last day to Withdraw from program with partial refund
24 / 31	25 Fall Semester Supplemental Exam Week	26 Fall Semester Supplemental Exam Week	27 Fall Semester Supplemental Exam Week	28 Fall Semester Supplemental Exam Week	29 Fall Seme Suppleme Exam We

Grades for Continuing Education Courses are due on the Wednesday of the week following the last class.

February 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
	1	2	3	4	5	6
7	8	9	10	11	12 Final Class Lists to Faculty	13
14	15 PLAR Deadline for Summer Term	16 Divisions Distribute Application to Graduate	17	18	19	20
21	22	23	24	25	26 Winter Semester first session ends P/S programs Tuition & Ed. Credit Certificate (T2202A) mailed	27
28						

March 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Satu
	1	2 Winter	3 Winter	4	5	6

	Audit of Enrollment Count Date P/S	Semester Intersession Week P/S	Semester Intersession Week P/S	Winter Semester Intersession Week P/S	Winter Semester Intersession Week P/S	
7	8 Winter Semester second session starts	9	10	11 Spring/Summer Continuing Education Calendar available	12 Last Day to withdraw from Progm/course without Academic Penalty	13
14	15	16	17	18	19 Fee payment deferrals due (Winter Term)	20
21	22 Spring/Summer Mail & Fax, Drop-box Registration, Con. Ed.	23 March 22 - 26 SWF's due for Summer Sessions	24	25 March 22 - 26 SWF's due for Summer Sessions	26	27
28	29 Bubble Sheets produced (Winter Term, P/S Courses)	30	31			

Grades for Continuing Education Courses are due on the Wednesday of the week following the last class.

April 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1	2	3

.				Last day to submit Application to Graduate to Registrar's Office	Good Friday College Closed	3
4	5	6	7	8 Submit Summer 1999 Activity Tables	9 Bubble sheets to faculty (Winter Semester P/S Courses	10
11	12 In-person Registration Continuing Education Spring/Summer	13	14	15	16	17
18	19	20	21	22	23 Winter Semester Ends for Post-secondary Programs	24
25	26	27	28 Post-secondary Final Grades Due by 5:00 p.m. to Registrar	29	30 PLAR Deadline for Fall Term	31

Grades for Continuing Education Courses are due on the Wednesday of the week following the last class.

May 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Sat
.						1
2	3 Pseudo Transcripts Delivered at Noon Final Day to submit Fall '99 Activity Timetable data	4 May 3 - 5 Winter Promotions Meetings	5 Faculty Vacation A Begins	6 May 3 - 7 Registration / Orientation / Advisement	7 Preliminary Class Lists to Faculty	8
9	10 May 10 - 14 Fall SWF's due for Vacation B Faculty	11 Classes begin for P/S Spring/Summer Term 199803	12	13	14 Last day for Course /Section Adds & Transfers Acceptance Letters mailed	15
16	17 Winter Semester Supplemental Exam Week	18 May 17 - 21 Grade Mailers Produced / Mailed	19 Winter Semester Supplemental Exam Week	20 May 17 - 21 Grade Mailers Produced / Mailed	21 Last day for Course/Section Adds & Transfers Last day to withdraw from program with partial refund	22

23	24 Victoria Day College Closed	25	26 Submit Graduation Lists for Convocation to Registrar	27	28 Final Class Lists to Faculty	29
30	31					

June 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
.		1 Last day to check Graduation Lists for Convocation	2	3	4 Mail Registration Pkgs. to returning students	5
6	7	8	9	10	11	12
13	14 Mailing begins - Registration Pkgs. First Year	15	16 June 16 & 17 Convocation at the Metro Convention Centre	17 June 16 & 17 Convocation at the Metro Convention Centre	18	19
20	21	22	23	24	25	26

20			23	24		26
	Mail Diplomas to Graduates not at Convocation	Mail Diplomas to Graduates not at Convocation			Summer Semester First Session Ends	
27	28 June 28 - July 1 Summer Semester Intersession P/S	29 P/S final and interim Grades from Session A due at 5:00 p.m.	30 Audit of Enrollement Count date P/S Faculty Vacation B begins			

Grades for Continuing Education Courses are due on the Wednesday of the week following the last class.

July 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
				1 Canada Day College Closed	2 Summer Semester Intersession Ends	3
4	5	6 1999/2000 Tuition Fees Due Summer Semester 2nd session starts P/S	7	8	9	10
11	12	13	14	15	16	17

11		13	14			17
	July 12 - 16 Fall SWF's due for Vacation A Faculty			Continuing Ed. Calendar Fall/Win. 1999/2000 Available	Last day to withdraw from Program/Course without Academic penalty	
18	19	20	21	22	23 Bubble sheets produced Spring/Summer Semester/Course P/S	24
25	26 Fall/Winter Mail & Fax, Drop-Box Registrations Con. Ed.	27	28	29	30 Bubble Sheets to Faculty (Spring/Summer)	31

August 1999

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2 Civic Holiday College Closed	3	4	5	6	7
8	9	10	11	12	13 Timetables mailed to students	14
15	16	17	18	19	20	21

15		17	18	19		21
	Quick Admits P/S and Tuition-Short Sept. '99 intake				Summer Semester 2nd Session Ends	
22	23 Walk-in Registrations Continuing Ed. Fall/Winter	24	25 P/S all Final Grades due by 5:00 p.m. to Registrar	26	27	28
29	30 Pseudo Transcripts Delivered at Noon Faculty Vacation-Bends	31 Summer Promotions meetings Aug 30 - Sept. 2	Orientation Week - August 31 - Sept. 3, 1999			

Grades for Continuing Education Courses are due on the Wednesday of the week following the last class.

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